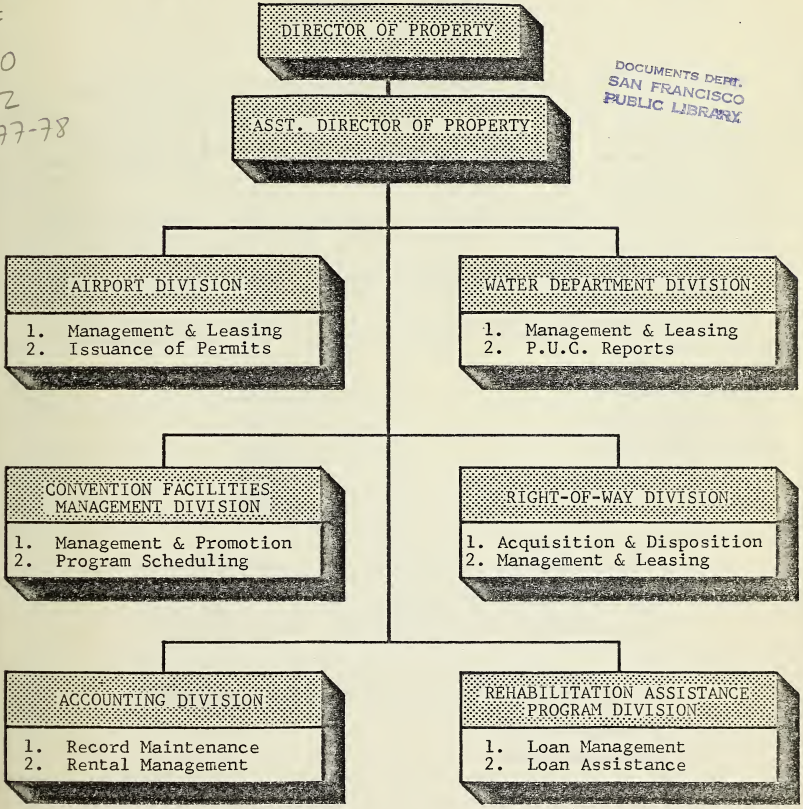
SAN FRANCISCO
REAL ESTATE DEPARTMENT

ANNUAL REPORT

1977 – 1978
1978 – 1979
1980 – 1981
1982 – 1983
1983 – 1984

Annual Report 1977-78

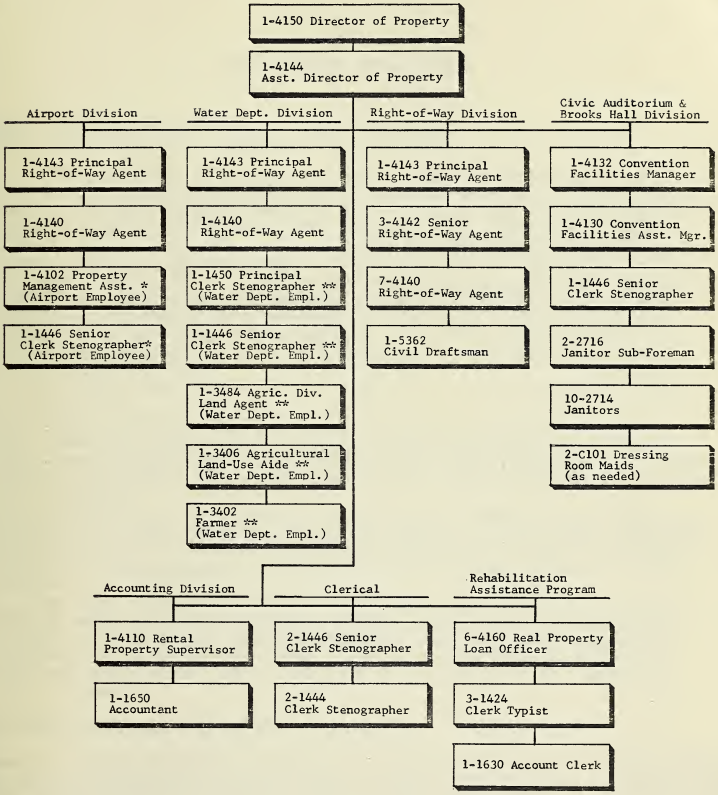


Wallace Wortman
Director of Property
Real Estate Department

CITY AND COUNTY OF SAN FRANCISCO

REAL ESTATE DEPARTMENT

ORGANIZATION CHART



Airport Employees*

Water Dept. Employees**

II

REAL ESTATE DEPARTMENT

CHARTER RESPONSIBILITY (Charter Section 7.400)

"The director of property shall be the head of the department of property. He shall have charge of the purchase of real property and improvements required for all city and county purposes, and the sale and lease of real property and improvements thereon owned by the city and county, except as otherwise provided by this charter. In the acquisition of property required for street opening, widening or other public improvements, the director of property shall make preliminary appraisals of the value of the property sought to be condemned or otherwise acquired and report thereon to the responsible officer. It shall be his duty, in addition, to assist in such proceedings on the request of the responsible officer.

He shall have charge of the management of the exposition auditorium.

Each department authorized by the approval of bond issues or by annual or supplemental appropriation ordinances to purchase or lease property or improvements needed for the purposes of such department shall make such purchases or leases through the director of property.

The director of property shall maintain complete records and maps of all real property owned by the city, which shall show the purchase price, if known, and the department in charge of each parcel, with reference to deeds or grants establishing the city's title.

He shall annually report to the mayor, the controller, the chief administrative officer, and the supervisors the estimated value of each parcel and improvement. He shall make recommendations to the mayor and chief administrative officer relative to the advantageous use, disposition, or sale of real property not in use."

REAL ESTATE SERVICES PERFORMED

Generally, all departments of the City require services of the Real Estate Department in appraisal and negotiation work; acquisition of property for street widenings and extension, schools and parks; special study projects; disposal of surplus property; jurisdictional transfers; management of City-owned facilities; leasing of additional quarters; advice pertaining to real estate matters; loan and finance service to code enforcement programs; and maintenance of real property records pertaining to City and School and Community College District's property.

cont'd...

SECTION III
REAL ESTATE DEPARTMENT

Fiscal Year 1977-78

Property management functions are performed on a continuing basis. A summary of the major sources of revenue and expense is as follows:

1. SURPLUS PROPERTY RENTALS.....$682,980.78

2. PARKING FACITITY RECEIPTS.....320,933.00
   were received from the Civic Center, Marshall Square, 7th and Harrison, St. Mary's and the Vallejo Street facilities.

3. CIVIC AUDITORIUM AND BROOKS HALL INCOME
   Rental income for the City in the amount of 410,683.47.
   In addition, the Concession Agreement produced $119,025.15 for a total income of.....529,708.62

4. CITY AS LESSEE.....2,859,665.00
   was paid for the rental of property leased by the City, the School District and the Community College District. These facilities generally served as branch libraries, neighborhood health centers, Social Services offices, engineering offices and other similar rentals.

Representative work performed for the various departments of the City was as follows:

A. Department of Public Works

The Real Estate Department has been the lead agency in the process of site selection for the various facilities required to implement the City major wastewater construction program.

This Department has supplied the real property cost data relative to all the sites considered for major facility locations and system routings for the alternatives under study as well as supplying the preliminary raw data for consideration in the Environmental Impact Reports prepared by the Planning Department and outside consultants.

The Real Estate Department created a control path monitoring network to aid in the scheduling of acquisition and relocation functions for programming and identifying time elements involved in making the selected sites available for construction for improved construction scheduling and management.

REAL ESTATE DEPARTMENT
(cont'd)

Acquisition

Appraise, negotiate, prepare legal documents, prepare legislation, review title, prepare and close escrow in the acquisition of all property acquired for City, S.F.U.S.D. and Community College District.

Act as expert witness, advisor and consultant on all actions of Eminent Domain in close coordination with the City Attorney.

Disposition

Appraise, prepare legislation, hold public auctions, prepare legal documents, collect funds and transfer title for the sale of all surplus City real property.

Management

Manage City-owned property such as the space assignment in City Hall and other City-owned office buildings.

Act as the agent in the rental of City-owned property collecting rent and maintaining same.

Demolition

Prepare specifications, bid packages, advertisement, and related legal documents. Hold bid openings, award contracts and supervise contract work in connection with construction projects such as street construction, sewer projects and building construction.

Leases

Appraise, negotiate, prepare leases and prepare legislation for the leasing of space required by all City Departments and Commissions.

Prepare leases, legislation, and appraisals for the leasing of City-owned property and negotiate leases and renewals with individuals, corporations, and other governmental agencies.

The Real Estate Department contracted with the Central Relocation Services and arranged for the funding of additional personnel to be assigned to handle the relocation problems associated with the Wastewater Program.

1. Northpoint Transport System

Acquired all the interests required for the construction of the Northpoint Transport System and the Islais Creek Pumping Station. Certain interests remain to be resolved, but are of the type that in no manner cause any interference with construction scheduling.

2. Southeast Water Pollution Control Plant Expansion

Acquired all the interests required for the construction of the Southeast Sewage Plant, including the removal of tenants and trespassers from City-owned property in accordance with the schedule presented to the Water Quality Control Board at their public hearings in 1975.

Demolition of improvements to deliver the property to the Department of Public Works for construction has been generally completed with those remaining structures under contract for demolition in coordination with the construction schedule.

3. Quint Street Railroad Drill Track Relocation

Participated with the City Attorney's Office in the drafting of the agreement with the Southern Pacific and Santa Fe Railroads for the relocation of the Drill Track from Quint Street to Rankin Street and acquired the property necessary to accomplish the relocation. And, contracts for demolition and relocation activities are being coordinated with the expected construction schedule.

4. Southwest Water Pollution Control Plant

Scheduling of acquisition and relocation activities have been formulated to clear title interests and occupancy to meet a target date for the construction of the plant in mid 1982. Congressional legislation has been secured and a supplemental deed has been obtained to allow for the construction of the plant at this location.

5. Southwest Transport System

Cleared title questions regarding construction rights, reserved interests and rights for the

construction of system in Great Highway and provided for a series of easements for drainage facilities to the Pacific Ocean west of the Great Highway. Engaged in obtaining required property interests for the spoilage of materials from the construction of the system.

6. Southwest Outfall

Conducted preliminary negotiations to acquire property interests to accommodate the system with expected target date for construction in mid 1981.

Street Permits

Ongoing review of all street permits and easements granted to private interests by the Department of Public Works regarding rights to be granted under the permit to make certain that present and future City property interests are protected.

B. Parking Authority

Management functions were performed in connection with operations of the major offstreet parking facilities. Negotiation for acquisition and leasing for the Performing Arts Garage still in progress. Investigate proposed offstreet parking facilities.

C. Department of Social Services

Continuing.

D. Department of Public Health

Leases were extended and renegotiated for clinics and Health Centers such as the Methadone Program and the Mission Health Center, and a new lease was obtained for the Bayview Ambulatory Health Center.

E. City Attorney

Advise in real estate and title matters. A lease for office space was negotiated at 1212 Market Street for the attorneys handling property condemnation.

F. Tax Collector

Appraisal of tax delinquent parcels and acquisition of 6 parcels for Open Space.

G. Library Department

Management of Fuhrman Bequest lands. Arranged renewal and extension of various branch sites and securing of new location for the Glen Park Branch.

H. Recreation and Park

Reviewed the rent rate for the Pacific Rod & Gun Club. Initiated appraisals and acquisition of various areas in connection with Open Space Project. Acquired 46 parcels from 12 different ownerships, eminent domain proceedings to acquire 18 parcels under 3 ownerships and several acquisitions in abeyance.

I. Courts

Extend lease for Superior Courts in California Hall. Investigated for additional Court sites in the Civic Center area.

J. Community College District

Renew leases and arrange new leases and amend leases for College use.

K. Port Commission

Lease of 501 Army Street and approval of various sea wall lots.

L. Mayor's Office

Appraisals, reports and recommendations and services as required, such as supervision of management of Midtown Park. Renew leases for various offices such as Model Cities, Commission on Aging and Benjamin Swig Pavillion at Hallidie Plaza, Offices of Employment and Training and Commission on Status of Women.

M. San Francisco Unified School District

Arrange leasing of 20 sites and quarters for special projects and school use. Terminated several Child Care Centers.

N. Chief Administrative Officer

Attend weekly Departmental meeting. Advise on all real estate matters.

O. Police

Arranged 2 leases for Senior Escort Service and extended Citizen's Safety Project.

P. Sheriff

Arrange leases for the Rehabilitation Department. Review demolition work for smaller structures at County Jail in San Mateo County.

Q. Municipal Railway

Study feasibility and leasing of bus parking space at Playland and Balboa Reservoir, preliminary studies for acquisition of additional bus yard facilities.

R. Juvenile Court

Study possible grazing lease for Log Cabin Ranch and renewal of lease at San Bruno Avenue.

S. General

Review and initiate payment of taxes on out of County City-owned properties. Report on Capital Improvement Program. Review surplus properties. Auction sale of surplus parcels and preparation for future sales.

Once again, we point out that the Real Estate Department's functions are supported in the main on an interdepartmental work order basis. We believe that many problems and considerable savings in moneys would be resolved if the majority of the staff were placed in budgeted positions.

Many departments of the City have no allocated funds from which to pay for services which they require from the Real Estate Department. The late allocation of funds creates delays and results in increased costs for many projects.

10/20/78

SECTION III

THE WATER DEPARTMENT'S LAND DIVISION

The Real Estate Department has one Principal Right of Way Agent and one Right of Way Agent assigned full time with the Water Department, at 425 Mason Street, San Francisco. Their section is designated as the Agriculture and Land Division with overall responsibility, regarding Real Estate matters, with the Real Estate Department but on day to day matters, they report directly to the General Manager at the Water Department.

The Land Division is responsible for leasing those areas of the watershed which can be used for another purpose, without endangering the quality of the City's water supply. Revocable permits are used for small areas such as the right of way surface above water supply pipes and aqueducts. The fees collected for these permits are reviewed and renegotiated every three years, based on comparable rental data or the consumer price index.

Surface areas of pipeline right of ways located in Santa Clara and San Mateo Counties are leased on a long term basis to adjacent or abutting owners for parking or landscaping purposes. The Watershed lands in Alameda (31,000 acres more or less in Alameda County alone) and Santa Clara County are leased to farmers for various agricultural uses. The lease term for agricultural use is usually limited to six years with rental adjustment after the initial three years.

The General Manager of the Water Department is dependent upon the Land Division for all tenant and potential tenant negotiations and the financial and insurance aspects of all leases and permits, also for coordin-

ation with other City Departments and Public Agencies.

Attached is a resume of the Land and Agricultural Division's 1977-78 Annual Report, which gives some idea of the scope and extent of that Division's activities.

AGRICULTURE AND LAND DIVISION

Permits and Leases in Effect for Fiscal Year Ending June 30, 1978

196	Revenue Permits
78	Non-Revenue Permits
341	Domestic Garden Permits
615	TOTAL PERMITS
41	Agricultural Leases
35	Non-Agricultural Leases
76	TOTAL LEASES

Recapitulation of Income Receivable for Fiscal Year Ending June 30,1978

Income from Agricultural Leases.....	$ $ 209,089.70	*
Income from Non-Agricultural Leases.....	627,749.73	
Income from Land Use Permits.....	238,071.32	
TOTAL INCOME.....	$ 1,074,941.75	

* The total income from Agricultural leases should have been $417,343.36 but due to drought 1976-77 approximately 21,000 acres of grazing lease parcels were placed under moritorium including rental payments.

SECTION III

Real Estate Department Functions at San Francisco International Airport

The Real Estate Department assigns one Principal Right of Way Agent and one Right of Way Agent full time at the San Francisco International Airport. Generally designated as the Properties and Concession Office their overall responsibility regarding Real Estate matters is with the Real Estate Department, but on day to day matters they report to the Assistant Deputy Director of Business and Finance.

The five general categories which outline the scope of work performed by the Properties and Concessions Office are as follows:

1. Tenant Relations with Airlines, Lessees, Concessionaires and Permittees.

   Contractual Negotiations: Terms, Conditions and Rental Rates
   Concessions Development: Expansion and Diversification
   Inquiries and Procedures Information

2. Space Allocation and Inventory Control

   Airport Land and Structures
   Terminal Buildings, Piers and Concourses
   Additional Retail Development

3. Para-Legal Documents Preparations for Leases, Subleases, Permits Concession Contracts, Special Agreements, Modifications and Resolutions

   Preliminary Working Drafts for Tenant "Input"
   Preliminary Drafts for City Attorney Refinement

4. Records Administration for Leases, Subleases, Permits, Special Agreements and Concessions

Documents:	Systems and Control
Insurance & Faithful Performance Bond:	Analysis and Approval
Contract Terms:	Investigation, Compliance and Delinquency
Follow-up:	Rental Increases, Options, Extensions

5. Real Estate Activities

Rights of Way:	Negotiation and Acquisition
Off-Airport Sites:	Leases, Acquisition, Sales
Condemnations:	Land and Buildings

SECTION III

San Francisco International Airport

Coordination of Demolition:	Obsolescent Structures
Appraisals:	Reports, Reviews & Recommendations
Land and Facility Planning:	Assistance and Coordiantion

Interdepartmental Real Estate Consultation

The present office work load of active assignments for the coming fiscal year 1978-79 is shown with completed, pending and anticipated assignments, as follows:

1978-79	Completed	Pending	Anticipated	Total Estimated Completions
Revocable Permits	5	30	20	50
Negotiated Leases	0	16	4	25
Bid Leases	0	0	12	14
Lease Modifications	1	12	15	20
Special Agreements	3	2	5	10
Subleases	0	12	5	15
General Property Managements Projects	11	27	10	25
Special Real Estate Projects	2	14	15	20
Insurances and Bond Clearances	40	56	90	150

SECTION IV

ANNUAL REVENUE REPORT

CIVIC AUDITORIUM AND BROOKS HALL

FISCAL YEAR 1977-1978

1977-78	CIVIC AUD. RENTAL	BROOKS HALL RENTAL	P.A. SYSTEM	ORGAN RENTAL	CONCESSIONS REVENUE
JULY	$ 13,150.00	$ - 0 -	$ - 0 -	$ 0 -	$ 6,143.27
AUGUST	32,820.00	13,711.00	- 0 -	- 0 -	10,371.72
SEPTEMBER	30,800.00	20,250 00	- 0 -	- 0 -	13,318.54
OCTOBER	15,364.45	10,425.00	120.00	- 0 -	12,555.87
NOVEMBER	25,032.00	22,500.00	120.00	- 0 -	12,889.89
DECEMBER	12,392.40	8,370.00	210.00	- 0 -	2,587.78
JANUARY	10,645.70	12,150.00	60 .00	50.00	5,549.41
FEBRUARY	23,112.50	18,000.00	30.00	- 0 -	5,923.71
MARCH	21,540.00	16,725.00	120.00	- 0 -	18,274.16
APRIL	20,403.62	15,525.00	90.00	- 0 -	12,339.46
MAY	25,616.80	16,350.00	180.00	50.00	8,145.53
JUNE	21,050.00	4,750.00	150.00	- 0 -	9,745.81
	$251,927.47	$158,756.00	$1,080.00	$100.00	$117,845.15

	1977-78	1976-77
Auditorium Rental	$ 251,927.47	$ 229,556.62
Brooks Hall Rental	158,756.00	148,237.50
P.A. System	1,080.00	1,325.00
Organ Rental	100.00	350.00
Concessions Revenue	117,845.15	87,726.80
	$ 529,708.62	$ 467,195.92

OCCUPANCY (DAYS)	1977-78	1976-77
Civic Auditorium	274	260
Brooks Hall	200	190

STATEMENT OF ACTIVITIES
FISCAL YEAR 1977-78

The following conventionsand trade shows used our facilities during the past year:

ART & GIFT SHOW
SOLARCON
WESCON CONV.
CALIFORNIA DENTAL ASSOCIATION
CATHOLIC ASSOCIATION OF STUDENT COUNCIL
CALIFORNIA APARTMENT ASSOCIATION
INTERNATIONAL GOURMET SHOW
NATIONAL SWIMMING POOL ASSOCIATION
AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
U.S. LEAGUE OF SAVINGS ASSOCIATION
IMPORT CAR SHOW
NATIONAL LEAGUE OF CITIES
ASSN. OF CALIFORNIA SCHOOL ADMIN. AND C.S.B.A.
AMERICAN FAIRS INC.
ANTIQUE SHOW
PACIFIC AUTOMOTIVE SOCIETY
WESTERN EXHIBITORS
NATIONAL AUTOMOTIVE DEALERS ASSN.
ASSN. SCHOOL CURRICULUM
WEST COAST BEAUTY SHOW
HI-FI SHOW
WESTERN STATES HARDWARE
TRAVEL AGE WEST
INTERNATIONAL TRUCK SHOW
NATIONAL GOURMET COOKWARE SHOW
COMM. WORKERS OF AMERICA
PACIFIC PRINTERS ASSN.
GREYHOUND CORPORATION
CONSTRUCTION SPECIFICATIONS
RELIGIOUS EDUCATION INSTITUTE
NORTHERN CALIF. SQUARE DANCERS CONVENTION

In addition, the premises were used by events of a local nature listed below:

POST OFFICE AUCTION	(4)
POPS CONCERT	(6)
ICE FOLLIES	
PAINTINGS OF THE WORLD	
LATIN ENTERTAINMENT	
NATIONAL GOSPEL AWARD	
COYOTE BALL	
J. & J. SPORTS	
BEAUX ARTS BALL	
HARVEST FESTIVAL	
FOL DE ROL	
SYMPHONY AUDITIONS	
MEXICAN ENTERTAINMENT	(5)
LATIN CONCERT	
BARBERSHOP HARMONY SOCIETY	
BERKELEY PROMENADE	
GOLDEN GLOVES	
GOSPEL SINGERS	
HASTINGS LAW COLLEGE BENEFIT CONCERT	
NEW EARTH EXPO	
SHRINE CIRCUS	
GEM & MINERAL SHOW	
R.O.T.C. DRILL TEAM SHOW	
GREEK BALL	
SACRED HEART HIGH SCHOOL GRADUATION	
U.S.F. GRADUATION	
KNIGHTS OF COLUMBUS CIRCUS	

SECTION V

Privately-Owned Real Property Leased
by
The City and County of San Francisco
Fiscal Year 1977-1978

DEPARTMENT OR PURPOSE	LOCATIONS	ANNUAL RENTAL
Branch Libraries	6 Locations	$ 56,124
Health Centers	42 Locations	476,638
Superior Court	625 Polk Street	37,200
Hetch Hetchy Water & Power	855 Harrison Street	62,400
Juvenile Court	2715 San Bruno Avenue	3,600
Finance & Records (Storage of Records)	3 Locations	35,202
Human Rights Commission	1095 Market Street	22,500
Department of Social Services	4 Locations	767,028
Public Administrator	1212 Market Street	34,200
City Planning	1 Location	33,942
Mayor's Office	8 Locations	118,968
Recreation & Park Department	7 Locations	627
Dept. of Public Works	8 Locations	179,508
Police Department	7 Locations	17,340
Retirement Board	770 Golden Gate Avenue	77,808
Art Commission (Prorated)	750 Kearny Street	10,000
Sheriff	2 Locations	2,700
Commission on Aging	1095 Market Street	22,500
District Attorney	2 Locations	65,076
Unified School District*	20 Locations	479,351
Community College District*	37 Locations	356,953
		$2,859,665

*Leases over $300/Month

Civic Center Plaza Parking Corporation	Civic Center	$ 285,000

COMPARISON OF 1977-1978 BUDGET
with
EXPENDITURES BY APPROPRIATION

APPROPRIATION	BUDGET	ACTUAL EXPENDITURES
7.245.200.000	$ 6,289	$ 5,259
7.245,212.000	32,000	31,825
7,245.213.000	300	300
7.245.214.000	3,500	3,500
7.245.300.000	575	548
7.245.400.000	380	Ø
7.245.815.000 (Insurance)	18,920	18,909
7.245.869.608	151,630	151,630
7.245.870.000	49,133	49,133
7.245.880.000	285,000	285,000
7.245.900.000	3,725	3,717

SECTION VI

Revenue received by Real Estate Department from Lands and Improvements leased by City and County of San Francisco and/or the San Francisco Unified School District, as Lessor

Fiscal Year - 1977-1978

Department or Location	Fund	Revenue
FUHRMAN BEQUEST - Properties		
Kern County Oil and Grazing Leases:		
Grazing Leases		$ 50.00
Shell Oil Co. Royalties		147,873.02
Herb Queen		880.00
Central California Oil Co.		550.00
HETCH HETCHY SYSTEM - Properties		
Moccasin Creek - Store & Post Office		1,967.46
MUNICIPAL RAILWAY - Properties		
Telephone Pay Stations		2,786.11
DEPT. OF PUBLIC WORKS - Projects		
Crosstown Freeway	Special Gas Tax	2,940.00
Bosworth Street	Road Fund	1,800.00
Southeast Sewage Treatment Plant Expansion	1970 Water Pollution Control Bond	121,118.34
COMMUNITY COLLEGE DISTRICT		
Telephone Pay Stations		489.88
BOARD OF EDUCATION - Projects and Properties		
1440 Harrison St. - Kennedy Press, Inc.		606.00
Lincoln Building, Fifth & Market Sts.		306,000.00
Temporary House Rentals		1,380.00
Sign Boards		300.00
Telephone Pay Stations		1,913.31

DEPARTMENT OR LOCATION	FUND	REVENUE
RECREATION & PARK - PROPERTIES		
Okazaki, Steve - Lincoln Park Golf Course		$ 600.00
Malizia, James - 850 Cambridge Street		300.00
Lake Merced - Ground Rentals		3,600.00
Lillyquist, Timothy		540.00
VARIOUS RENTALS - GENERAL FUND		
Ground Rentals:		
Block 4347B, Portion Lot 1A (Bayside Auto Sales)		600.00
Miraloma Park Improvement Association		1.00
Twin Peaks - Radio Relay Station		7,500.00
Phelps St. & McKinnon Avenue (Philift Co.)		1,800.00
Twin Peaks Block House (Viacom Cablevision)		480.00
Twin Peaks Transmitter (Housing Authority		12.00
Sewage Disposal:		
Bayshore Sanitary District		3,078.00
Triple A Machine Shop		645.91
Guadalupe Municipal Improvement District		6,432.44
City Hall:		
Post Office		-0-
Desk Space		3,700.00
Hall of Justice:		
Hall of Justice Cafeteria		9,390.07
Employee Parking Stalls		4,950.00
Telephone Pay Stations - Various Locations		23,403.80
Service Stations:		
McAllister and Polk Streets		9,818.31
Portola and Woodside		14,529.26
Portola and Teresita (Driveway)		300.00
PARKING LOTS (6)		
7th and Harrison	General	43,736.38
Marshall Square Auto Parking	General	35,619.62
Civic Center Auto Park	General	94,254.30
St. Mary's Square Garage	General-Rec & Park 1947 Offstreet Parking	62,403.18
Vallejo Street Garage	Offstreet Parking	84,919.48
		$1,003,267.87

SECTION VII
Loan and Finance Services for the Property Conservation Program

In November of 1966 the City and County of San Francisco contracted for a Federally Assisted Code Enforcement (FACE) Program, as provided for in the Housing and Urban Development Act of 1965, with the Secretary of the United States Department of Housing and Urban Development. To assist in carrying out the concentrated Code Enforcement Program, the City and County is administering two programs designed to assist property owners in securing the financial resources to complete the necessary rehabilitation work on their properties. The first of these programs is the Direct Federal Loan for Rehabilitation as provided for in Section 312 of the Housing Act of 1964. The Section 312 Loan, available to owner-occupants and investor-owners alike, bears an interest rate of 3% per annum. This program includes grants to qualified low-income owner-occupants in the Code Enforcement Area. The second program, recently established, is a City sponsored loan program for rehabilitation called RAP, authorized under the Marks-Foran bill and financed by a revenue bond issue.

The Chief Administrative Officer has assigned to the Real Estate Department the responsibility for administering the loan functions of the Property Conservation Program. To fulfill this responsibility the Real Estate Department has four Real Property Loan Officers who are under the supervision of the Assistant Director of Property. The Real

Property Loan Officers are assigned to the Code Enforcement Area Site Offices servicing two new RAP areas; Inner Richmond and Upper Ashbury and three FACE areas; Bernal Heights, Alamo Square and Duboce Triangle. One Loan Officer is assigned to the Central Office in the Real Estate Department together with one Senior Clerk Typist who performs the clerical and secretarial duties related to the FACE program and one Account Clerk who maintains the accounting records.

Loan and Finance Services

The Real Property Loan Officers interview property owners desiring financial assistance to bring their properties up to Code compliance. By gathering all relevant data the loan officer is able to determine if the property owner qualifies for a Section 312 Loan, a RAP Loan or one of the commercial financing programs. The loan officer prepares a loan application package on behalf of the property owner. The Department of Housing and Urban Development approves or disapproves 312 loans pertaining to large buildings, but loans for buildings with less than five units are now approved by the Director of Property, as are RAP loans. Once the loan is approved, all the escrow and related administrative requirements are performed in the Real Estate Department office.

The following summarizes the FACE loan and grant activity for the fiscal year ending June 30, 1978:

Number of Section 312 Loans approved..... 7

Dollar amount of Section 312 loans approved.... 320,100.

Number of Section 115 Grants approved 0

Dollar amount of Section 115 Grants approved..... 0

The total number of Section 312 loans approved by the Department of Housing and Urban Development since the start of the program is $16,970.000.

The total number of Section 115 Grants approved since the start of the program is 360.

The total dollar amount of Section 115 Grants approved since the start of the program is $878,077.57.

The total dollar amount of Section 312 Loans and Section 115 Grants approved since the start of the program is $17,848,077.57.

The Rehabilitation Assistance Program (RAP) was authorized by the Board of Supervisors in 1976. The financing aspects of the Program are similar in many respects to the Federally financed FACE Program with some differences in criteria for loans, such as the maximum amounts of loans and rent controls. The interest rate is 6% per annum. The funding of $2,500,000. became available through the sale of revenue bonds in December 1976. The program involves a great deal of community input. The rent control factor in the program should discourage speculators who might otherwise use the low interest loans for rehabilitation and then charge high rents for the newly rehabilitated units. The RAP Program is now in full operation.

88 RAP loans have been approved totalling $1,159,750.00 and 17 RAP Hardship loans have been approved for a total of $94,762.00. We have commitments for 48 additional loans totalling $1,331,145. which will deplete our first bond issue for RAP.

Section VIII

Real Estate Department Work Program
as required by Charter Sections 7.400-7.404
and Administrative Code Section 17.19 and Chapter 23

I. Appraisal of all types of property for all City Departments and School District in San Francisco, San Mateo, Santa Clara, Alameda, Tuolumne, Stanislaus, San Joaquin, Kern, Fresno, and Monterey Counties.

II. Acquisition of Real Property for all City Departments and School District.

III. Sale and exchange of City and School District properties.

IV. Lease and Rental of properties as both Lessor and Lessee, as required by all City Departments and School District.

V. Appraisals, negotiations and preparation of legislation for street vacations.

VI. Jurisdictional transfers of property between City Departments.

VII. Management of City-owned properties, including Civic Auditorium and Brooks Hall, public parking garages, neighborhood offstreet parking facilities and three major offstreet parking plazas.

VIII. Act as advisor to City Attorney in all matters pertaining to real estate. Provide expert witnesses in condemnation cases.

IX. Furnish loan and finance services to the Department of Public Works in connection with Federally Assisted Code Enforcement Program and the Rehabilitation Assistance Program.

X. Maintain records pertaining to City and School District property and prepare annual valuation report.

XI. Assignment of space in City Hall and Hall of Justice.

XII. Appraisals and feasibility studies for Mayor's Office, Board of Supervisors and surplus Property Commission.

SECTION IX

SUMMARY OF LEASES

Prepared by Real Estate Department, City and County of San Francisco

DEPARTMENT	NUMBER OF LEASES	BUILDING AREA LEASED - SQ. FT.	TOTAL MONTHLY RENTAL	TOTAL ANNUAL RENTAL
MAYOR'S OFFICE	11	46,412	$ 21,964.00	$ 263,568.00
LIBRARY	6	14,589	4,966.00	59,592.00
POLICE	15	7,602	3,132.50	37,590.00
SOCIAL SERVICES	4	153,500	67,965.00	357,605.00*
PUBLIC HEALTH	46	130,104	44,470.31	533,643.72
PUBLIC WORKS	10	42,262	17,569.00	210,828.00
VARIOUS	33	142,470	40,052.57	480,630.84
TOTAL CITY	125	536,939	$ 200,119.38	$1,943,457.56
COMMUNITY COLLEGE DISTRICT	47	206,356	$ 28,374.68	$ 340,496.16
UNIFIED SCHOOL DISTRICT	15	160,008	32,813.91	329,653.92*
TOTAL OF ALL BUILDINGS	187	903,303	$ 261,307.97	$2,613,607.64
MISCELLANEOUS				
RECREATION AND PARK MINI PARKS AND PLAYGROUND	7	83,500	$ 87.24	$ 1,046.88

*EXTENSION ADJUSTED TO REFLECT LEASES TO BE TERMINATED.

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

MAYOR'S OFFICE

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1182 Market Street Suite 204	Criminal Justice Council	Orpheum Building	2,500	$ 800.00	$ .32 (1)	Mo. to Mo.	-	Funds Encumbered thru 9-31-78
814 Mission Street Ptn. 4th Floor	Model Cities Agency	814 Mission Co.	3,905	1,757.00	.45 (1)	Mo. to Mo.	-	Funds Encumbered thru 8-31-78
505 -7th Street	Coordinated Release Services	Rabin Co.	790	200.00	.25 (2)	Mo. to Mo.		Admin. Code
939 Ellis Street Ptn. 2nd floor	Community Development	Redevelop. Agency	1,695	840.00	.50 (1)	1-31-79	1 - 11 Mo.	Rent adjustment option periods
1182 Market Street Suite 209-212	Office of Employment Training	Orpheum Bldg.	1,100	440.00	.40 (1)	6-30-79	2 - 1 Yr.	CETA Monitoring Program
1453 Mission Street 2nd & 3rd Floors	Office of Employment Training	ALTA Investors	30,000	14,700.00	.49 (1)	6-30-79	4 - 1 Yr.	Rent adjustment option periods
814 Mission Street Ptn. 3rd Floor	Emergency Services	814 Mission St. Co.	1,285	681.00	.53 (1)	6-30-79	4 - 1 Yr.	Rent adjustment option periods
740 Mission Street Parking Lot	Emergency Services	Mission St. Auto Park	600	120.00	.20	Mo. to Mo.		3 Parking spaces

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

MAYOR'S OFFICE

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
544 Golden Gate Ave. Ptn. 1st Floor	Commission Status of Women	544 Golden Gate Ave. Building	2,000	$ 1,200.00	$ .60 (1)	Mo. to Mo.	-	Approved thru 9-30-78
25 Polk Street Ptn. 4th Floor	City Demonstration Agency	California Hall Assn.	2,100	1,050.00	.50 (1)	1-31-79	3 - 1 Year	To commence 8-1-78
149 California St. Rooms 331-332	Cleaner City	Firemans Insurance Co.	437	176.00	.40 (1)	6-30-79	1 - 1 Year	

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

PUBLIC LIBRARY

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
45 Leland Store	Visitacion Valley Branch Library	Bauman	2,300	$ 425.00	$ .18 (2)	6-30-79	1 - 1 Year	Rent adjustment option periods
34 San Bruno Store	Portola Branch Library	Gilmore, et al	1,650	300.00	.18 (2)	6-30-79	1 - 1 Year	Rent adjustment option periods
653 Chenery St. Store	Glen Park Branch Library	Tietz	1,594	400.00	.25 (2)	6-30-79	3 - 1 Year	
387 Ashton Store	Ingleside Branch Library	Soldavini	1,975	275.00	.14 (2)	6-30-79	2 - 1 Year	--
111 Broad Ground Floor	Ocean View Branch Library	Stratigos	1,370	125.00	.09 (2)	Mo. to Mo.	--	Funds encumbered thru 6-30-79
550 Kearny Ground Floor	Business Branch	Sacramento Kearny Co.	5,700	3,441.00	.60 (1)	6-30-79	4 - 1 Year	Rent adjustment option periods

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

POLICE DEPARTMENT

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICES	COMMENTS
6th & Ahern	Parking Emergency Vehicles	State	23,771	$ 550.00	$ .02 (2)	6-30-79	1 - 1 Year	
0 Ellis Street	Citizens Safety	Glide Foundation	248	122.00	.49 (1)			
330 Ellis Street	Escort Service	Glide Foundation	573	280.00	.49 (1)	Mo. to mo.		Funds encumbered thru 5-31-79
50 Leland	Citizens Safety	Meaders	680	300.00	.44 (4)	6-30-79		
950 Stockton	Citizens Safety	Briggs, Andrew & Pope	214	106.00	.50 (1)			Admin. Code
1329 - 7th Avenue	Citizens Safety	7th Avenue Presbyterian Church	450	150.00	.33 (1)	Mo. to mo.		Admin. Code
3450 Geary Blvd Room 205	Citizens Safety	Antonini	285	160.00	.56 (1)	6-30-79	None	
1684 Newcomb	Escort Service	Metropolitan Missionary Baptist Church	1,700	250.00	.15 (a)	6-30-79	1 - 1 Year	

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

POLICE DEPARTMENT

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1345 Ocean Avenue	Citizens Safety	Ingleside United Presbyterian Church	300	$ 125.00	$ .42 (1)	Mo. to Mo.		Admin. Code
85 Carl Street	Citizens Safety	Small	884	199.50	.45 (1)	Mo. to Mo.		Admin. Code
#3 Old Chinatown Lane	Escort Service	Self-Help for Elderly	800	200.00	.25 (2)	Mo. to Mo.		Admin. Code
2940 - 16th Street Room 2 - Suite 200	Citizens Safety (Mission)	M. K. Blake Estate Co.	306	140.00	.46 (1)	Mo. to Mo.		Admin. Code
2940 - 16th Street Room 1 - Suite 200	Citizens Safety (Southern)	M. K. Blake Estate Co.	272	125.00	.46 (1)	Mo. to Mo.		Admin. Code
1411 - 18th Street	Citizens Safety	Ryska	200	100.00	.50 (2)	Mo. to Mo.		Admin. Code
1670 Revere Street	Citizens Safety	Bayview Property Manager	400	200.00	.50 (2)	Mo. to Mo.		Admin. Code
215 Jones Street	Escort Service	De Wolf Realty	290	125.00	.43 (2)	Mo. to Mo.		Admin. Code

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

POLICE DEPARTMENT

LOCATION/ DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
2174-76 Sutter Street Ground Floor	Escort Service	Deatley	1,175	$ 540.00	$ .46 (4)	6-30-79	1-1 Year	Option rent subject to negotiation
1187 Franklin Street	SAFE	First Unitarian Church	297	148.50	.50 (1)	Mo. to Mo.		Admin. Code

Leases commencing after 7-1-78

SCHEDULE OF LEASES

CITY AS LESSEE

SOCIAL SERVICES

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1360 Mission Street Entire Building	Offices and storage	VILO Properties	37,400	$13,000.00	$ .35 (1)	6-30-79		$26,586 alterations were amortized during 1st yr. 67/68. Notice of Intent
965 Mission Street Entire Building	General Offices	Weil	72,000	29,960.00	.42 (1)	Mo. to mo.		Funds encumbered thru 9-30-78
Block 3513, Lot 74 between Valencia and Stevenson	Off-Street Parking	State	28,170	750.00	.026 (2)	6-30-79	21-1 Year	Rent adjustment 7-1-85, 90, 95
870 Market Street 10th, 12th & ½ of 11th Floor	General Offices	Flood & Stebbins	44,100	24,255.00	.55 (1)		Mo. to Mo.	Funds encumbered thru 9-30-78

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
2107 Van Ness Avenue Entire 2nd Floor & Suite 102	Center for Special Problems	Bowden & Dea	7,531	$3,540.00	$ .47 (1)	6-30-79	None	-
2940 - 16th Street Ptn. 2nd Floor	Mental Health Center	M.K. Blake Estate Co.	4,310	1,932.00	.45 (1)	6-30-79	None	-
942 Market Street 702 thru 712	Mental Health Offices	Coleman, et al	4,072	1,260.00	.31 (1)	6-30-79	None	-
300 Bennington Entire 1st Floor	Health Center	Fogarty	972	307.00	.32 (2)	Mo. to Mo.	-	Funds encumbered thru 6-30-79
15th Ave. & Lake St. Public Health Hosp.	Family Planning Cancer Detection	U.S.A.	-	None	-	Mo. to Mo.	-	Used Wednesdays 8 a.m. to 12 noon
15th Ave. & Lake St. Public Health Hosp.	Chest Clinic	U.S.A.	200	37.00	.19 (1)	Mo. to Mo.	-	Rental charge to cover services. Area does not include 2 rms used part time.
15th Ave. & Lake St. Public Health Hosp. Bldg. 19	Rodent Control	U.S.A.	1,095	None	-	Mo. to Mo.	-	-

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1548 Stockton Street Entire Building	N.E. Mental Health Center	Choi	6,816	$ 2,250.00	$ .34 (1)	6-30-79	3 - 1 Year	Rent adjustment option periods
82 Market Street Rooms 312-314	Vocational Rehabilitation	Orpheum Bldg. Co.	1,044	365.00	.35 (1)	Mo. to Mo.	-	Funds encumbered thru 6-30-79
1182 Market Street Room 205	Vocational Rehabilitation	Orpheum Bldg. Co.	600	210.00	.35 (1)	Mo. to Mo.	-	Funds encumbered thru 6-30-79
1345 Ocean Avenue Library + 2 rms.	Counseling Serv. O.M.I.	Ingleside Pres. Church	-	None	-	Mo. to Mo.	-	Used Tues. & Wed. 6 p.m. to 9 p.m.
1665 Mission Street Ptn. Ground Floor	Mission Mental	Speyer & Schwartz, Inc.	12,000	3,575.00	.30 (5)	6-30-79	None	$71,495 alteratior
0 Castro Suite 204-205	Bureau/Alcohol-ism, Employee Referral Program	Ferrari	1,200	650.00	.54 (1)	6-30-79		Rent adjustment option period
1345 Ocean Avenue Gym, Chapel, 1 Room	Bayview Mental Health	Ingleside Pres. Church	-	25.00	-	Mo. to Mo.	-	Used Thursdays 1 p.m. to 4 p.m.
799 Pacific Avenue Ptn. Ground Floor	Outpatient T.B. Clinic	Housing Authority	660	66.00	.10 (1)	Mo. to Mo.	-	Funds encumbered thru 6-30-79

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
2451 Sacramento St.	Health Center	Housing Authority	1 Room	$ 1.00	$ -	Mo. to Mo.	-	-
95 Connecticut	Health Center Child	Housing Authority	216	1.00	-	Mo. to Mo.	-	-
799 Pacific Ave. Ptn. Ground Floor	N. Beach Mental Health Center	Housing Authority	3,010	300.00	.10 (1)	Mo. to Mo.	-	Funds encumbered thru 6-30-79
3261 - 23rd St. 1st Floor/Church	District Baby Clinic	Mission United Presbyterian	4,300	30.00	-	Mo. to Mo.	-	Used ½ day per week
800 Potrero 2601 - 20th St. Entire Building	Bayview Mental Health Center	Ruta	1,800	665.00	.37 (1)	6-30-79	1 - 1 Yr.	-
5 Jones Street 3 Basement rooms	Health Center Chest Clinic	St. Anthony Clinic	-	75.00	-	Mo. to Mo.	-	Used 2 days per week. Funds encumbered thru 6-30-79
70 Natoma St. Ptn. 1st Floor	Family Planning Clinic	Cannon Kip	350	None	(1)	Mo. to Mo.	-	Used one afternoon
444 Sixth St. Entire Building	Outpatient Facility	Bramy & Valerio	5,156	2,388.04	.46 (3)	6-30-79	4 - 1 Yr.	$57,750 altera-ations. Rent adjustment. Option periods

SCHEDULE OF LEASES

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
250 - 4th Street Entire 2nd Floor	V.D. Medical Clinic	Del Monte Corp.	10,000	$ 900.00	$ .09 (2)	9-30-79	None	$75,768.96 alterations were amortiz during 1st year 69/70 Tax Clause
2[illegible]5-2339 Ocean Ave. Entire Building	District V Mental Health	Pelton	3,954	1,421.00	.36 (5)	6-30-79	4 - 1 Yr.	$73,820 alteration City's share 68,82 Rent adjmt. 7-1-79
1268 Sanchez St. 2 rooms	Outpatient	Bethany United Methodist	304	50.00	.16 (1)	Mo. to Mo.	-	-
10 - 29th Street 2nd Floor	Mental Health Outpatient	Maisels	1,750	628.95	.36 (5)	6-30-79	4 - 1 Yr.	Rent adjustment 7-1-79 alterations $43,000
146 Broad Street Ptn. 1st Floor	Counseling Services	Salvation Army	600	None	-	Mo. to Mo.	-	-
755-61 So. Van Ness G[illegible]und Floor	Neighborhood Mental Health	Aim Development Corp.	7,286	2,532.00	.35 (5)	6-30-79	5 - 1 Yr. 90 days	Rent adjustment Option 16,860. Alterations. Notice of Intent.
555 Polk Street Entire 2nd Floor and Mezzanine	Mental Health Administration	West	9,580	4,725.00	.49 (1)	6-30-79	4 - 1 Yr. 90 days	Rent adjustment 1980. 90-day Notice of Intent
298 Monterey Blvd. Entire Building	Mission Mental Health	Baroway & Powell	3,600	1,236.60	.34 (5)	6-30-79	4 - 1 Yr. 30 days	Rent adjustment Option periods 65,000 alterations

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1433 Taraval Street	District V	Healy	1,875	$ 945.00	$ .41 (5)	Mo. to Mo.		$4,950 alterations by City. Funds encumbered thru 8-31-78.
2[illegible] Hayes Street 2nd Floor	Bureau/Alcoholism	Gilman	4,070	1,199.00	.29 (5)	6-30-79	4-1 Yr.	Rent adjustment 7-1-80 $6,275 alterations
2145-19th Avenue Suites 3 and 4	District V Mental Health	19th & Q Corp.	2,315	1,254.00	.54 (1)	Mo. to Mo.		Funds encumbered thru 8-31-78.
4190 Mission St. Ground Floor	Outer Mission Mental Health	Matulich Invst. Corp.	3,600	1,398.41	.40 (5)	6-30-79	5-1 Yr.	$74,800 alterations Rent adjustment Option periods
5015-3rd Street Ground Floor	Ambulatory Health Center	Turner & Mitchell	2,140	730.00	.34 (2)	Mo. to Mo.	-	$4,650 alterations by City. Funds encumbered thru 1-31-7[illegible]
4[illegible]5-6th Street Parking 1 car	Bureau of Alcoholism	Calif. Parking Co.	200	8.50	-	Mo. to Mo.	-	-
145 Leavenworth Parking 2 cars	N.E. Mental Health	Ruiz	400	56.00	-	Mo. to Mo.	-	Funds encumbered thru 6-30-79
615 Grant Avenue 3rd Floor	N.E. Mental Health	Leung	3,700	1,689.21	.46 (5)	Mo. to Mo.	-	Funds encumbered thru 6-30-79

SCHEDULE OF LEASES

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1007 Kearny St. Ground Floor Mezzanine	N.E. Mental Health	Columbus Properties	7,707	$ 3,525.00	$ .46 (8)	6-30-79	6-1 Yr. 90-day	Rent adjustment Option periods. Notice of Intent
450 - 6th Street Lire Building	N.E. Mental Health	Arnold Musso	6,200	1,616.00	.26 (5)	6-30-79	1-1 Yr. 90-day	Rent adjustment Option periods Notice of Intent
1580 Valencia Ptn. 2nd Floor	Children's Outpatient Unit	St. Luke's Hospital	3,272	1,843.60	.56 (1)	6-30-79	None	-
370 Turk Street	Storage	Fort Knox Self Storage	160	70.00	.44 (2)	Mo. to Mo.		
34 Boardman Place	Continuing Care	Sovig Investment	780	287.00	.37 (3)	6-30-79	1-1 Yr.	Rent adjustment Option period
3129 - 16th Street	County Drug Program	Martha	1,584	628.00	.40	6-30-79	1-1 Yr.	Rent adjustment Option period
600 Lombard	Outpatient Clinic	Telegraph Hill Assn.	105	50.00	.47 (1)	Mo. to Mo.		

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

PUBLIC WORKS

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
480 McAllister Street Store	FACE/RAP	Colonial Management	1,700	$ 790.00	$ .46 (5)	Mo. to Mo.	-	Funds encumbered thru 1-31-79
770 Golden Gate Ave. d Floor and ptn. 2nd Floor	Sanitary/ Engineering	S.F. Employees' Credit Union	14,611	8,474.00	.58 (1)	6-30-79	5-1 Yr.	Includes 9 parking spaces. Rent adjustment. Option periods.
1999 Bryant Street Entire Building	Traffic Sign Shop	Keeney	11,881	1,900.00	.17 (2)	6-30-79	5-1 Yr.	Area includes mezz. of 2600 sq. ft. Rent adjustment Option periods.
636 Van Ness Ave. Ptn. Ground Floor	Ind. Waste Sewer Charge T. T. Force	Humber, et al	3,560	1,794.00	.50 (1)	6-30-79	3-1 Yr.	$3,678 alterations Rent adjustment Option periods
770 Golden Gate Ave. Parking space	Transit Task Force	S.F. Employees' Credit Union	200	25.00	.13 (2)	Mo. to Mo.	-	-
3560 Geary Blvd. 2nd Floor	RAP	Bayview Federal	3,600	1,836.00	.51 (1)	1-31-79	1-1 Yr. 60-Day	Notice of Intent $7,800 alterations
333 Golden Gate Ave.	Bureau of Architecture	Hastings College	1,864	840.00	.45 (1)	Mo. to Mo.		Funds encumbered thru 3-31-79
1891 Grove Street Annex	RAP	Community College	2,601	710.00	.27 (1)	1-31-79	2-1 Yr.	Rent adjustment Option periods $13,000 alterations

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

PUBLIC WORKS

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
259 Hyde Street Ground Floor	RAP	Eddy/Hyde Partners	2,445	$1,200.00	$ .49 (1)	1-31-79	4-1 Yr.	Rent adjustment Option periods
Van Ness Avenue/ Turk Street	Parking	Redevelopment Agency	28,200	None		Mo. to Mo.		

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Department of Electricity Bank of America Bldg.	Relay Radio Station	Bank of America	90	$ 1.00/yr	-	12-31-79	3-1 Yr 30 days	Can terminate with 6 mos. notice before option period
Department of Electricity Fairmont Hotel	Communication Equipment	Fairmont Hotel Co.	36	None	-	Mo. to Mo.	-	-
Department of Electricity Presbyterian Hosp.	Communication Equipment	Pacific Medical Center, Inc.	36	1.00	-	Mo. to Mo.	-	-
Department of Electricity 100 Van Ness Ave.	Radio Antenna	Calif. State Auto Assn.	4	1.00	-	Mo. to Mo.	-	-
Department of Electricity 100 Font Blvd.	Radio Antenna	Park Merced	30	1.00/yr.	-	Mo. to Mo.	-	-
Art Commission 425 - 14th Street Meeting Room	Neighborhood Arts Program	Hobbs, et al	216	28.00	.13 (4)	Mo. to Mo.	-	-
Art Commission Holiday Inn 750 Kearny St.	Neighborhood Arts	Chinese Cultural Foundation	4,667	150,000.00 Full Term	.18	5-31-90	-	City shares use with Foundation 15-year lease

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Art Commission Fort Mason Pier 3	Scrap	Fort Mason Foundation	45,000	$ None	$ -	Mo. to Mo.	-	-
Art Commission 756 Union Street	Neighborhood Art	Intersection	4,158	$7,910.00 Full term	.39 (1)	5-11-83	-	5-year lease
Sheriff 2225 Mission St.	Community Outreach	E. O. C.	416	75.00	.18 (1)	Mo. to Mo.	-	Admin. Code
Sheriff 739 Bryant	Rehabilitation Dept.	Hymans	650	175.00	.27 (1)	Mo. to Mo.	-	Admin. Code
Public Utilities 855 Harrison St. Entire 2nd Floor Ptn. 1st Floor	Hetch Hetchy Water & Power Offices	Glaser	16,000	5,200.00	.33 (1)	7-14-79	1-1 Yr. 90 days	Rent adjustment Option periods Includes 33 parking spaces. $32,378 alterations
Finance & Records Felton, California	Storage of Micro Film	Western States	110 Cu.Ft.	46.00	-	Mo. to Mo.	-	Underground storage Vault Area
Finance & Records Tahoe City	Storage of Micro Film	Heart of Calif. Corp.	100 Cu.Ft.	37.50	-	Mo. to Mo.	-	Underground storage Vault Area

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Public Administrator 1212 Market Street Entire 3rd Floor & Ptn. of Lower Arcade	Office of Record Storage	McConnell	5,852	$2,850.00	$ .49 (1)	6-30-79	1-1 Yr. 30 days	Notice of Intent
City Planning 1212 Market Street	Drafting Department	McConnell	5,350	2,828.50	.53 (1)	6-30-79	1-1 Yr. 30 days	Notice of Intent
Human Rights 1095 Market Street Office	Office Space for Head-quarters	Phelan Co.	4,689	2,015.00	.43 (1)	6-30-79	1-1 Yr. 60 days	Rent adjustment Option periods Notice of Intent
Commission on Aging 1095 Market Street 7th Floor	General Offices	Phelan Co.	4,700	2,050.00	.44 (1)	Mo. to Mo.	-	Funds encumbered thru 6-30-79
Commission on Aging 1 Polk Street	Parking Space	Paz	200	30.00	-	Mo. to Mo.	-	-
Superior Court 625 Polk Street Ptn. 3rd Floor	Civil Courts	California Hall Assn.	6,756	3,100.00	.46 (1)	6-30-79	2-1 Yr. 30 days	$21,735 alterations Amortized over 2 months 1971
Retirement Board 1150 Bush Street	Workmans Comp.	St. Francis Hospital	5,500	1.00	-	Mo. to Mo.	-	Rental paid an-nually in advance

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Retirement Board 770 Golden Gate Ave.	Offices	S.F. Employees Credit Union	11,701	$6,787.00	$ .58 (1)	6-30-79	5-1 Yr.	Rent adjustment Option periods
MUNI Bank of America Building	Base Radio Station	Bank of America	21	1.00/yr	-	6-30-79	2-1 Yr.	Can terminate with 6 months notice
District Attorney 814 Mission St. Entire 5th Floor Ptn. 6th Floor	Family Support Bureau	814 Mission St. Co.	16,500	8,168.00	.50 (1)	6-30-79	2-1 Yr. 60 days	60-day Notice of Intent. $45,000 alterations. Rent adjustment. Option period.
District Attorney 560 - 7th Street	Victims & Witness Assistance	MacMurray Pacific	1,100	225.00	.20 (4)	Mo. to Mo.		Funds encumbered thru 6-30-79
City Attorney 1212 Market Street	Code (RAP) Enforcement	McConnell	1,645	1,011.00	.61 (1)	1-31-79	2-1 Yr.	$3,000 alteration
Board of Supervisors 870 Market Street	Delinquency Prevention Committee	Flood & Stebbins	239	132.50	.55 (1)	Mo. to Mo.	-	Approved thru 9-30-78

SCHEDULE OF LEASES

CITY AS LESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Controller 333 Golden Gate Ave.	FIRM	Hastings College	1,450	$ 652.50	$ .45 (1)	6-30-79	2-1 Yr.	
Adult Probation ni Court 32 Boardman Place	Courts Alternative	Sovig	780	200.00	.26 (4)	Mo. to mo.		
C. A. O. 962 Page Street	Parking	Lunardi	200	25.00		Mo. to Mo.		
City Attorney 1212 Market St.	General Code Enforcement	McConnell	1,309	710.00	.54 (1)	6-30-79	None	
Controller 1182 Market St.	Audit Division	Orpheum Building	1,300	400.00	.31 (1)	6-30-79	2-1 Yr.	
Agriculture Weights & Measures 1 Army	Offices	Port Commission	2,275	840.00	.37 (1)	6-30-79	1-1 Yr.	Rent adjustment Option period

July 1, 1978

SCHEDULE OF LEASES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT LESSEE

(Leases where rental is $300/mo. or more)

LOCATION DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
5 Jackson St. 6 Rooms	Classrooms for Americanization Classes	Cumberland Presbyterian	4,330	$1,095.00	$ .25 (1)	1-31-79		30 Hours/week
1150 Powell St.	Adult Education	Cumberland Presbyterian	3,813	1,535.10	.40 (1)	1-31-79		
1233-1243 Van Ness Ave. 2 Buildings	Skill Center	Crocker Bank	28,065	8,419.50	.30 (2)	6-30-80	3-1 yr.	Option rental subject to adjustment
S.F. Airport t 20	Aviation School	City	145,491	1.00/yr.	-	6-30-17	-	25,946 sq. ft. building area
765 Harrison St. 425-4th Street Entire Building	Auto Shop	Barrett & Ritchie	50,000	6,860.00	.14 (2)	6-30-85	-	$265,000 alterations by CCD.

July 1, 1978

SCHEDULE OF LEASES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT LESSEE

(Leases where rental is $300/mo. or more)

LOCATION/ DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
890 Valencia St. Ptn. ground flr & basement	Mission Center	Valencia Investment Co.	8,179	$ 800.00	$ .10 (4)	8-31-78		-
2209 Van Ness Av. 3 Rooms	Pacific Heights Center	International Institute	2,010	340.00	.17 (1)	6-30-79		
22 Waller St. Classrooms & Offices	Indonesian Self-Support Program	First Baptist Church	5,700	1,150.00	.20 (1)	9-30-78	2-1 yr.	
870 Market St.	Offices	Flood & Stebbins	1,540	995.00	.65 (1)	8-31-78	-	-
[illegible] Washington St. 5 Rooms	Outreach Program	Chinese United Methodist Church	3,331	375.00	.10 (1)	6-30-79	2-10 mos.	Rent adjustment 56 hours/week
160 So. Van Ness Avenue Entire Bldg.	Staging Site	Cohn	15,750	3,000.00	.19 (2)	1-31-79	None	

July 1, 1978

SCHEDULE OF LEASES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT LESSEE

(Leases where rental is $300/mo. or more)

LOCATION/ DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
362 Capp [illegible] Rooms	Neighborhood Center	Mission Neighborhood Center, Inc.	4,300	$ 325.00	$ .08 (1)	6-30-78	2-1 yr.	
Summary of 35 Leases under $300/Mo.	Various		79,338	3,480.00	.04	-	-	-

July 1, 1978

SCHEDULE OF LEASES

SAN FRANCISCO UNIFIED SCHOOL DISTRICT LESSEE

LOCATION/ DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
855 Sacramento ptns. 1st & 2nd Floors	Child Care Center	Y M C A	2200 plus 5600 yard	$ 645.00	$ .30 (1)	8-31-78		
633 Howard St. Entire Bldg.	Opportunity High School No. 1	K S W Properties	21,600	4,532.00	.21 (2)	8-31-78		-
N/E Army & Shotwell	Portable Classrooms	Cogswell	28,000	2,000.00	.07 (2)	Mo. to Mo.	-	-
1111 Junipero Serra portion Lower Floor	Children's Center	Temple United Methodist Church	6,510	1,300.00	.20 (1)	8-31-78	-	Lease can be terminated 60-day written notice either party
10 Garces Dr. 24 parking spaces	Driver Training Program	American ParkMerced		348.00	14.50/car	Monthly Agreement	None	Since May 1959
1360 Oakdale Avenue Entire Property	G. Washington Carver School	Redevelopment Agency	108,294	21,684.58	.20 (2)	1-15-93	-	64,500 sq.ft. Bldg. Area leased from Redev. Agcy. Rent pd. annually. City to acquire title when bonds redeemed.

July 1, 1978

SCHEDULE OF LEASES

SAN FRANCISCO UNIFIED SCHOOL DISTRICT LESSEE

LOCATION/ DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1108 "O" St. Sacramento	Legislative Represen-tative	Calif. State Employee's Credit Union	320	$ 160.00	$ .50 (1)	Mo. to Mo.	-	-
Christmas Tree Point Road-Twin Peaks	Radio Station	CCSF	50	1.00	-	Mo. to Mo.	-	-
55 Laguna	Emergency Evaluation	U.C. Extension	800	100.00	.13 (1)	Mo. to Mo.	-	10-month lease
590 Leland ptn. Ground Floor	Children's Center	Ridgeview United Methodist Church	2,800	350.00	.13 (1)	8-31-78		-
100 Masonic venue 3 rooms	Therapeutic Education Center	St. Elizabeth's Infant Hospital	3,628	1,070.00	.30 (1)	Mo. to Mo.	-	Leased on school year basis.
420-29th Ave.	Classroom	St. Peter's Episcopal Church	500	75.00	.15 (1)	Mo. to Mo.	-	Used on semester basis
Golden Gate & Franklin Sts.	Playground	State	4,976	100.00/Yr.	-	-	-	Freeway lease area

July 1, 1978

SCHEDULE OF LEASES

SAN FRANCISCO UNIFIED SCHOOL DISTRICT LESSEE

LOCATION/ DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
222 Schwerin Street Ptn. 2nd Flr.	Child Care Center	Geneva Tower's Associates	2,400	$ 300.00	$ .13	8-31-78		Includes use of kitchen equipment & playground.
1650-52 Sunny-dale	Nursery School	Housing Authority	6,030	240.00	.04	8-31-78		

July 1, 1978

SCHEDULE OF LEASES

CITY AS LESSEE

RECREATION AND PARK DEPARTMENT

DEPARTMENT/LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
N. E. Sumner 125' S.E. Howard Block	Mini Park	Wilkins Estate	1,450	$ 20.00	-	Mo. to Mo.	-	-
W. Shotwell 00' N. 16th St. Block 3552, Lot 35	Mini Park	Meehan Estate	4,200	65.00	-	Mo. to Mo.	-	-
E. Selby between Quesada and Palou Block 5331, Lot 56	Mini Park	State of California	3,600	25.00/yr.	-	Mo. to Mo.	-	-
Presidio	Parking Palace of Fine Arts	U.S. Army	-	None	-	9-5-82	-	Used jointly with Army. Requires permission each time used. Can be terminated by either party.
Valencia St. between 13th & 14th Block 3533	Playground	Levi Strauss	8,000	None	-	Mo. to Mo.	-	-
S.E. Tocaloma & Lathrop Avenues Blk. 4991, Ptn Lot 60	Playground	Sunset Scavengers & MACOR	35,250	1.00/yr.	-	3-31-2000	-	25-year lease beginning 4-1-75
S/W Palou & Phelps Block 5329, Lot 1	Mini Park	Southern Pacific	31,000	1.00/yr	-	6-30-79	Unlimited	-

July 1, 1978

EXPLANATION OF RESPONSIBILITY FOR SERVICES NOTED UNDER: "BASIC RENTAL SQ. FT./MO."

(1) Full Service

(2) No Service

(3) City Pays Utilities

(4) City Pays Janitorial

(5) City Pays Utilities and Scavenger

(6) City Pays Janitorial and Scavenger

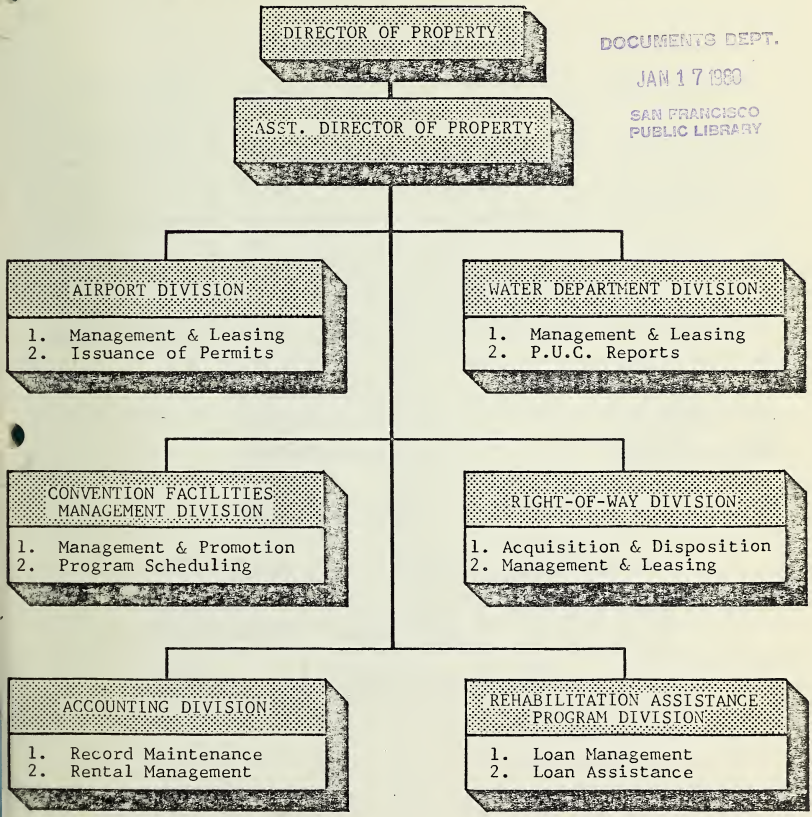
(7) City Pays Electricity and Scavenger

(8) City Pays Scavenger

(9) City Pays P.G.&E. and Janitorial

(10) City Pays P.G.&E., Scavenger & Janitorial

Annual Report 1978 -79

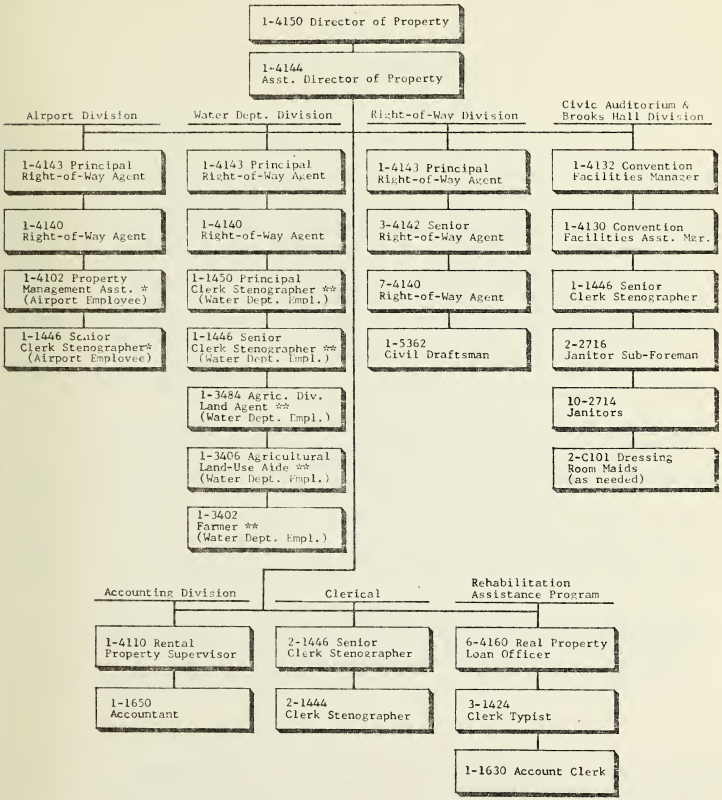


Wallace Wortman
Director of Property
Real Estate Department

CITY AND COUNTY OF SAN FRANCISCO

REAL ESTATE DEPARTMENT

ORGANIZATION CHART



Airport Employees*

Water Dept. Employees**

II

REAL ESTATE DEPARTMENT

CHARTER RESPONSIBILITY (Charter Section 7.400)

"The director of property shall be the head of the department of property. He shall have charge of the purchase of real property and improvements required for all city and county purposes, and the sale and lease of real property and improvements thereon owned by the city and county, except as otherwise provided by this charter. In the acquisition of property required for street opening, widening or other public improvements, the director of property shall make preliminary appraisals of the value of the property sought to be condemned or otherwise acquired and report thereon to the responsible officer. It shall be his duty, in addition, to assist in such proceedings on the request of the responsible officer.

He shall have charge of the management of the exposition auditorium.

Each department authorized by the approval of bond issues or by annual or supplemental appropriation ordinances to purchase or lease property or improvements needed for the purposes of such department shall make such purchases or leases through the director of property.

The director of property shall maintain complete records and maps of all real property owned by the city, which shall show the purchase price, if known, and the department in charge of each parcel, with reference to deeds or grants establishing the city's title.

He shall annually report to the mayor, the controller, the chief administrative officer, and the supervisors the estimated value of each parcel and improvement. He shall make recommendations to the mayor and chief administrative officer relative to the advantageous use, disposition, or sale of real property not in use."

REAL ESTATE SERVICES PERFORMED

Generally, all departments of the City require services of the Real Estate Department in appraisal and negotiation work; acquisition of property for street widenings and extension, schools and parks; special study projects; disposal of surplus property; jurisdictional transfers; management of City-owned facilities; leasing of additional quarters; advice pertaining to real estate matters; loan and finance service to code enforcement programs; and maintenance of real property records pertaining to City and School and Community College District's property.

cont'd...

SECTION III
REAL ESTATE DEPARTMENT

Fiscal Year 1978-79

Property management functions are performed on a continuing basis. A summary of the major sources of revenue and expense is as follows:

1. SURPLUS PROPERTY RENTALS.....$ 628,410

2. PARKING FACITITY RECEIPTS.....$ 335,957
   were received from the Civic Center, Marshall Square, 7th and Harrison, St. Mary's and the Vallejo Street facilities.

3. CIVIC AUDITORIUM AND BROOKS HALL INCOME
   Rental income for the City in the amount of $481,969
   In addition, the Concession Agreement produced
   $ 111,880 for a total income of.....$593,849

4. CITY AS LESSEE..... $2,614,655
   was paid for the rental of property leased by the City, the School District and the Community College District. These facilities generally served as branch libraries, neighborhood health centers, Social Services offices, engineering offices and other similar rentals.

Representative work performed for the various departments of the City was as follows:

A. Department of Public Works

The Real Estate Department has been the lead agency in the process of site selection for the various facilities required to implement the City major wastewater construction program.

This Department has supplied the real property cost data relative to all the sites considered for major facility locations and system routings for the alternatives under study as well as supplying the preliminary raw data for consideration in the Environmental Impact Reports prepared by the Planning Department and outside consultants.

The Real Estate Department created a control path monitoring network to aid in the scheduling of acquisition and relocation functions for programming and identifying time elements involved in making the selected sites available for construction for improved construction scheduling and management.

The Real Estate Department contracted with the Central Relocation Services and arranged for the funding of additional personnel to be assigned to handle the relocation problems associated with the Wastewater Program.

1. Northpoint Transport System

Acquired all the interests required for the construction of the Northpoint Transport System and the Islais Creek Pumping Station. Certain interests remain to be resolved, but are of the type that in no manner cause any interference with construction scheduling.

2. Southeast Water Pollution Control Plant Expansion

Acquired all the interests required for the construction of the Southeast Sewage Plant, including the removal of tenants and trespassers from City-owned property in accordance with the schedule presented to the Water Quality Control Board at their public hearings in 1975.

Delivery of property to the Department of Public Works for construction has been generally completed.

3. Quint Street Railroad Drill Track Relocation

The relocation of the Drill Track from Quint Street to Rankin Street has been completed. Contracts for demolition and relocation activities were coordinated with the construction schedule of the Southwest Water Pollution Control Plant Expansion.

4. Southwest Water Pollution Control Plant

Scheduling of acquisition and relocation activities are proceeding to clear title interests and occupancy to meet a target date for the construction of the plant in mid 1982. The relocation of the State National Guard Armory still remains as a major obstacle.

5. Southwest Transport System

Cleared title questions regarding construction rights, reserved interests and rights for the construction of system in Great Highway and provided for a series of easements for drainage facilities to the Pacific Ocean west of the Great Highway. Engaged in obtaining required property interests for the spoilage of materials from the construction of the system.

6. Southwest Outfall

Conducted negotiations to acquire property interests to accommodate the system with expected target date

for construction in mid 1981. State and Federal Permits are proceeding to accommodate construction.

7. Richmond Transport

Preliminary estimates have been made for various routes under consideration.

8. Bayside Facilities

Preliminary estimates have been made for the Cross-town Tunnel and various proposed Bayside projects.

Street Permits

Ongoing review of all street permits and easements granted to private interests by the Department of Public Works regarding rights to be granted under the permit to make certain that present and future City property interests are protected.

B. Parking Authority

Management functions were performed in connection with operations of the major offstreet parking facilities. Negotiation for acquisition and leasing for the Performing Arts Garage still in progress. Review of proposed off-street parking facilities.

C. Department of Social Services

Continuing.

D. Department of Public Health

New leases obtained. Existing leases were extended, amended and renegotiated for clinics and Health Centers such as the Methadone Program, V.D. Clinic and Mental Health Centers.

E. City Attorney

Advise in real estate and title matters. A lease for office space was negotiated at 1212 Market Street for the attorneys handling property condemnation.

F. Tax Collector

Appraisal of tax delinquent parcels and cancellation of taxes on properties acquired by City during current fiscal year.

G. Library Department

Management of Fuhrman Bequest lands. Arranged renewal and extension of various branch sites.

H. Recreation and Park

Initiated appraisals and acquisition of various areas in connection with Open Space Project. Acquired 30 parcels. Eminent domain proceedings to acquire 1 parcel and several acquisitions in abeyance.

I. Fire Department

Conducted preparation for the auction of surplus Fire Stations, which included appraisal, legislation, public announcement, clearance of appropriate governmental agencies and advertising.

Appraised and negotiated lease for Fire Department property.

J. Community College District

New leases for college use arranged, existing leases extended and amended.

K. Port Commission

Appraisal of Sea Wall lot 321 and valuation of proposed cable car turnaround at Fisherman's Wharf.

L. Mayor's Office

Appraisals, reports and recommendations and services as required, such as supervision of management of Midtown Park. Renew leases for various offices such as Model Cities, Commission on Aging, Senior Citizens Centers, Community Development, Summer Youth Program, Criminal Justice, City Demonstration Agency, Emergency Services, Offices of Employment and Training and Commission on Status of Women and the Benjamin Swig Pavillion at Hallidie Plaza.

M. S. F. Unified School District

Leased entire Fremont School Building at 2055 Silver Avenue for use as the new training facility of the S. F. Police Department. Leased entire Andrew Jackson School Building at 2049 Grove Street for Social Services Shelter Care Program.

Leased several rooms at 170 Fell Street for various City Departments.

Prepared agreements for possible leasing (still pending) of Patrick Henry School at 693 Vermont Street for offices of Hetch Hetchy Light and Power. Leased portion of Laguna Honda School, 1350 - 7th Avenue to University of California Medical School.

Leased portable bungalows at Polytechnic High School to Haight-Ashbury Sunset Community Group with possibility of leasing entire complex in the near future. Renewed several leases wherein School District was lessee.

Appraisals for sale of proposed surplus school property. Considerable work towards the development of a master lease and procedure for the leasing of all surplus school sites for private development.

N. Chief Administrative Officer

Attend weekly Departmental meeting. Advise on all real estate matters. Sit as alternate for CAO on Planning Commission. Develop inventory of solid waste landfill sites in 9 bay area countie

O. Police

Initiation and renewal of leases for Senior Escort Service, Police SAFE Program, off-street parking and extended Citizen's Safety Project.

Arranged lease of entire Fremont Elementary School and grounds at 2055 Silver Avenue for Police Department's Training Program and Academy.

P. Adult Probation Department

Extension of existing lease.

Q. Sheriff

Renew various leases for the Community Rehabilitation Department.

R. Municipal Railway

Study proposed exchange of property for Municipal Railway turnaround at Ocean Beach, preliminary studies for acquisition of additional bus yard facilities.

S. Juvenile Court

Study possible location in City for Halfway House lease, Log Cabin Ranch and renewal of lease at San Bruno Avenue and alternate uses for Hidden Valley Ranch.

T. General

Review and initiate payment of taxes on "out of county" City-owned properties. Report on Capital Improvement Program. Review surplus properties. Auction sale of surplus parcels and preparation for future sales.

U. Water Department

Appraisal property and property rights of various Water Department properties in several Bay Area Counties. Prepared legislation, contracts and deeds in relation to sales of surplus Water Department property. Conducted extensive negotiations, appraisal and appraisal review in cases involving the condemnation of Water Department property by other governmental agencies.

V. Hetch Hetchy

Advised Hetch Hetchy regarding permits and leases on various property under their jurisdiction. Appraised property and entered into negotiations for the lease of same.

Once again, we point out that the Real Estate Department's functions are supported, in the main, on an interdepartmental work order basis. We believe that many problems and considerable savings in moneys would be resolved if the majority of the staff were placed in budgeted positions.

Many departments of the City have no allocated funds from which to pay for services which they require from the Real Estate Department. The late allocation of funds creates delays and results in increased costs for many projects.

SECTION III (Cont'd.)

THE WATER DEPARTMENT'S LAND DIVISION

The Real Estate Department has one Principal Right of Way Agent and one Right of Way Agent assigned full time with the Water Department at 425 Mason Street, San Francisco. Their section is designated as the Agriculture and Land Division, with overall administrative and operational responsibility of the division. They report directly to the General Manager at the Water Department on day to day matters relative to property management, and to the Director of Property on Real Estate matters.

The Land Division is responsible for leasing those areas of the watershed which can be used for revenue producing or beneficial public use, such as recreational purposes, without endangering the quality of the City's water supply. Revocable permits are used for small areas such as the right of way surface above water supply pipes and aqueducts. The fees collected for these permits are reviewed and renegotiated every three years, based on comparable rental data or adjusted with the increases or decrease in the consumer price index.

Surface areas of pipeline rights of way located in Alameda, Santa Clara and San Mateo Counties are leased on a long term basis to adjacent or abutting owners for parking or landscaping purposes. The Watershed lands in Alameda and Santa Clara County are leased to farmers for various agricultural uses. The lease term for agricultural use is usually limited to six years with rental adjustment after the initial three years.

The General Manager of the Water Department is dependent upon the Land Division for all tenant and potential tenant negotiations and the financial and insurance aspects of all leases and permits, also for coordination with other City departments and public agencies.

Attached is a resume of the Land and Agricultural Division's 1978-1979 Annual Report, which gives some idea of the scope and extent of that Division's activities.

AGRICULTURE AND LAND DIVISION

Permits and Leases in Effect for Fiscal Year Ending June 30, 1979

196	Revenue Permits
78	Non-Revenue Permits
341	Domestic Garden Permits
615	TOTAL PERMITS
41	Agricultural Leases
35	Non-Agricultural Leases
76	TOTAL LEASES

Recapitulation of Income Receivable for Fiscal Year Ending June 30, 1979

Income from Agricultural Leases	$ 431,086.00	
Income from Non-Agricultural Leases.....	556,442.00	
Income from Land Use Permits.....	196,858.00	*
TOTAL INCOME.....	$1,184,385.00	

* As a result of Proposition 13 the total reimbursement of taxes (part of rent receivable) from the permits and commercial leases was reduced $60,536.62 from prior fiscal year.

Real Estate Department Functions at San Francisco International Airport

The Real Estate Department assigns one Principal Right of Way Agent and one Right of Way Agent full time at the San Francisco International Airport. Generally designated as the Properties and Concession Office their overall responsibility regarding Real Estate matters is with the Real Estate Department, but on day to day matters they report to the Assistant Deputy Director of Business and Finance.

The five general categories which outline the scope of work performed by the Properties and Concessions Office are as follows:

1. Tenant Relations with Airlines, Lessees, Concessionaires and Permittees.

   Contractual Negotiations: Terms, Conditions and Rental Rates
   Concessions Development: Expansion and Diversification
   Inquiries and Procedures Information

2. Space Allocation and Inventory Control

   Airport Land and Structures
   Terminal Buildings, Piers and Concourses
   Additional Retail Development

3. Para-Legal Documents Preparations for Leases, Subleases, Permits Concession Contracts, Special Agreements, Modifications and Resolutions

   Preliminary Working Drafts for Tenant "Input"
   Preliminary Drafts for City Attorney Refinement

4. Records Administration for Leases, Subleases, Permits, Special Agreements and Concessions

Documents:	Systems and Control
Insurance & Faithful Performance Bond:	Analysis and Approval
Contract Terms:	Investigation, Compliance and Delinquency
Follow-up:	Rental Increases, Options, Extensions

5. Real Estate Activities

Rights of Way:	Negotiation and Acquisition
Off-Airport Sites:	Leases, Acquisition, Sales
Condemnations:	Land and Buildings

SECTION III (Cont'd)

San Francisco International Airport

Coordination of Demolition:	Obsolescent Structures
Appraisals:	Reports, Reviews & Recommendations
Land and Facility Planning:	Assistance and Coordination

Interdepartmental Real Estate Consultation

The office work load of completed and pending assignments for the fiscal year 1978-79 is shown as of June 30, 1979, as follows:

1978-79	Completed	Pending
Revocable Permits	43	16
Negotiated Leases	6	5
Bid Leases	3	7
Lease Modifications	18	5
Special Agreements	23	2
Subleases	17	7
General Property Managements Projects	26	15
Special Real Estate Projects	14	6
Insurances and Bond Clearances	184	56

SECTION IV

ANNUAL REVENUE REPORT

CIVIC AUDITORIUM AND BROOKS HALL

FISCAL YEAR 1978-1979

	CIVIC AUD. RENTAL	BROOKS HALL RENTAL	P.A. SYSTEM	ORGAN RENTAL	CONCESSIONS REVENUE
JULY	$ 13,650.00	$ 11,700.00	$ 330.00	$ 100.00	$ 2,999.48
AUGUST	39,224.35	8,400.00	-	-	11,158.25
SEPTEMBER	22,030.07	17,400.00	215.00	-	6,920.07
OCTOBER	19,543.60	20,350.00	400.00	-	8,189.85
NOVEMBER	28,811.80	20,150.00	70.00	-	6,925.30
DECEMBER	11,303.40	16,575.00	180.00	-	5,615.46
JANUARY	11,550.00	13,350.00	35.00	50.00	3,971.55
FEBRUARY	31,785.00	24,000.00	180.00	-	7,348.51
MARCH	26,056.48	25,089.20	295.00	-	21,094.33
APRIL	11,602.50	16,350.00	195.00	-	7,554.15
MAY	18,992.50	13,975.00	200.00	-	8,544.69
JUNE	34,280.00	25,800.00	640.00	-	18,668.32
	$ 268,829.70	$ 213,139.20	$ 2,740.00	$ 150.00	$ 108,989.96

	1978-1979	1977-78
Auditorium Rental	$ 268,829.70	$ 251,927.47
Brooks Hall Rental	$ 213,139.20	$ 158,756.00
P.A. System	$ 2,740.00	$ 1,080.00
Organ Rental	$ 150.00	$ 100.00
Concessions Rental	$ 108,989.96	$ 117,845.15
	$ 593,848.86	$ 529,708.62

OCCUPANCY DAYS	1978-1979	1977-78
Civic Auditorium	253	274
Brooks Hall	261	200

STATEMENT OF ACTIVITIES
FISCAL YEAR 1978-79

The following conventions and trade shows used our facilities during the past year:

POPS CONCERT (6)
FUTURE BUSINESS LEADERS OF AMERICA
WESTERN MERCHANDISE MART
AMERICAN ASSOCIATION FOR CLINICAL CHEMISTRY
WESTERN EXHIBITORS, INC. (2)
SHIPSTADS & JOHNSON ICE FOLLIES
WESTERN RESTAURANT CONVENTION & EXPOSITION
FILIPINO AMERICANS FOR BROWN COMMITTEE
UNITED STATES POSTAL SERVICE (4)
AMERICAN ACADEMY OF FAMILY PHYSICIANS
FINE ARTS DEVELOPMENT FOUNDATION
AD-REPLY, INC.
CALIFORNIA APARTMENT ASSOCIATION
AMERICAN HARDWARE MANUFACTURERS ASSN.
AMERICAN COLLEGE OF SURGEONS
FEBRONIO ONTIVERS & ASSOC. MEXICAN ENTERTAINMENT (2)
CATHOLIC ASSOCIATION OF STUDENT COUNCILS
SOCIETY OF EXPLORATION GEOPHYSICISTS
SAN FRANCISCO TAVERN GUILD FOUNDATION
BREAD AND ROSES
CALIFORNIA READING ASSOCIATION
DEPARTMENT OF HEALTH EDUCATION AND WELFARE
SAN FRANCISCO IMPORTED CAR DEALERS
KAREN SILKWOOD COALITION
AMERICAN ACADEMY OF DERMATOLOGY
GENERAL EXPOSITION CORPORATION
GOODWILL INDUSTRIES OF SAN FRANCISCO
SAN FRANCISCO POLICE ACTIVITY LEAGUE - PAL Circus
YOUTH FOR CHRIST T.V. SPECIAL

DE LEW & ASSOCIATES, INC. - ANTIQUE SHOW
CONFRATERNITY OF CHRISTIAN DOCTRINE
FOOD PROCESSING MACHINERY & SUPPLIES ASSOC.
WESTERN EXHIBITORS (2)
NATIONAL FANCY FOOD & CONFECTIONS
WESTERN STATES MEAT PACKERS ASSOC.
AMERICAN ACADEMY OF ORTHOPAEDIC SURGEONS
YOUNG PRESIDENTS' ORGANIZATION, INC.
CALIFORNIA RETAIL HARDWARE ASSOC.
SAN FRANCISCO EXAMINER BENEFIT FUND - GOLDEN GLOVES

STATEMENT OF ACTIVITIES
FISCAL YEAR 1978-79
(cont'd.)

WEST COAST BEAUTY SUPPLY COMPANY
NEW EARTH EXPO
KOREAN AIRLINES
AMERICAN COLLEGE OF PHYSICIANS
CONSTRUCTION SPECIFICATION INSTITUTE/S.F. CHAPTER
NATIONAL AUTOMATIC MERCHANDISING ASSOC.
COMPUTER EXPO
ASSOCIATION OF WESTERN HOSPITALS
AMERICAN FOLK ARTS FESTIVAL
ADVANCED MICRO DEVICES
NATIONAL GOURMET COOKWARE SHOW
COMPUTER FAIRE
NINETY-FIRST INFANTRY DIVISION LEAGUE
UNIVERSITY OF SAN FRANCISCO
AMERICAN SUPPLY & MACHINERY MANUFACTURER'S ASSOC.
SACRED HEART SCHOOL
INTERIOR DESIGN & HOME SHOW
NORTHERN CALIFORNIA SQUARE DANCERS ASSOC.
SAFARIS & TOURS
FEINSTEIN FOR MAYOR COMMITTEE
SAN FRANCISCO KNIGHTS OF COLUMBUS FOUNDATION
NATIONAL ASSOCIATION OF ELECTRICAL DISTRIBUTORS
INTERNATIONAL ASSOCIATION OF BUSINESS COMMUNICATIONS
PACIFIC PRINTERS
COCA COLA USA
PACIFIC COAST BUILDERS CONFERENCE
AMERICAN WATER WORKS ASSOC.
BORINQUEN PRODUCTION - CONCERT
WATER & WASTEWATER EQUIPMENT MANUFACTURER'S ASSOC.

SECTION V

COMPARISON OF 1978-1979 BUDGET
with
EXPENDITURES BY APPROPRIATION

APPROPRIATION	BUDGET	ACTUAL EXPENDITURES
421107-1200	$ 5,943	$ 5,421
421180-2010	17,500	17,500
421107-1300	575	575
421107-2260	150	150
421214-1425	181,350	181,350
421107-1425	51,042	51,042
421107-1460	285,000	285,000
421107-3030	5,000	5,000

SECTION VI

Revenue received by Real Estate Department from Lands and Improvements leased by City and County of San Francisco and/or the San Francisco Unified School District, as Lessor

Fiscal Year - 1978-1979

Department or Location	FUND	Revenue
FUHRMAN BEQUEST - Properties		
Fresno County-Oil Well Service Co.		$ 1,280.00
Kern County Oil & Grazing Leases:		
Grazing Leases		50.00
Shell Oil Co., Royalties		171,950.75
Herb Queen		880.00
Central Calif. Oil Co.		- 0 -
HETCH HETCHY SYSTEM - Properties		
Moccasin Creek - Store & Post Office		1,988.67
MUNICIPAL RAILWAY - Properties		
Telephone Pay Stations		2,597.79
DEPT. OF PUBLIC WORKS - Projects		
Southeast Sewage Treatment Plant Expansion	1970 Water Pollution Control Bond	62,925.22
COMMUNITY COLLEGE DISTRICT		
Telephone Pay Stations		468.75
BOARD OF EDUCATION - Projects and Properties		
1440 Harrison St. - Kennedy Press, Inc.		505.00
Lincoln Building, Fifth & Market Street		280,500.00
Temporary House Rentals-Joseph and Ethel Murphy		1,380.00
Sign Boards		300.00
Telephone Pay Stations		1,893.82

SECTION VI

DEPARTMENT OR LOCATION	FUND	REVENUE
RECREATION AND PARK - PROPERTIES		
Okazaki, Steve-Lincoln Park Golf Course		$ 600.00
Malizia, James-850 Cambridge Street		275.00
Lake Merced-Ground Rentals-Pacific Rod and Gun Club		3,600.00
Lillyquist, Timothy		540.00
VARIOUS RENTALS - GENERAL FUND		
Ground Rentals:		
Block 4347B, Portion Lot 1A (Bayside Auto Sales)		600.00
Miraloma Park Improvement Association		1.00
Twin Peaks-Radio Relay Station		7,500.00
Phelps St. and McKinnon Avenue (Philift Co.)		1,650.00
Twin Peaks Block House (Viacom Cablevision)		480.00
Twin Peaks Transmitter (Housing Authority)		12.00
City Hall:		
Post Office		-0-
Desk Space		9,360.00
Hall of Justice:		
Hall of Justice Cafeteria		9,313.00
Employee Parking Stalls		4,337.50
Telephone Pay Stations-Various Locations		27,809.43
Service Stations:		
McAllister and Polk Streets		19,827.50
Portola and Woodside		15,484.49
Portola and Teresita (Driveway)		300.00
PARKING LOTS (5)		
7th and Harrison	General	63,956.42
Marshall Square Auto Parking	General	65,098.21
Civic Center Auto Park	General	11,775.92
St. Mary's Square Garage	General-Rec & Park 1947 Offstreet Prkg.	61,271.07
Vallejo Street Garage	Offstreet Parking	133,855.65
		$964,367.19

SECTION VII
Loan and Finance Services for the Property Conservation Program

In November of 1966, the City and County of San Francisco contracted for a Federally Assisted Code Enforcement (FACE) Program, as provided for in the Housing and Urban Developement Act of 1965, with the Secretary of the United States Department of Housing and Urban Development. To assist in carrying out the concentrated Code Enforcement Program, the City and County is administering two programs designed to assist property owners in securing the financial resources to complete the necessary rehabilitation work on their properties. The first of these programs is the Direct Federal Loan for Rehabilitation as provided for in Section 312 of the Housing Act of 1964. The Section 312 Loan, available to owner-occupants and investor-owners alike, bears an interest rate of 3% per annum. This program includes grants to qualified low-income owner-occupants in the Code Enforcement Area. The second program, recently established, is a City sponsored loan program for rehabilitation called RAP, authorized under the Marks-Foran Bill and financed by a revenue bond issue.

The Chief Administrative Officer has assigned to the Real Estate Department the responsibility for administering the loan functions of the Property Conservation Program. To fulfill this responsibility, the Real Estate Department has three Real Property Loan Officers and one Right of Way Agent, who are under the supervision of the Director of Property. The Real Property Loan Officers are assigned to the Code Enforcement Area Site Offices servicing two new RAP areas, Inner Richmond and Upper Ashbury, and three FACE areas, Bernal Heights, Alamo Square and Duboce Triangle. The Right of Way Agent is assigned to the Central Office in the Real Estate Department, together with one Clerk-Stenographer who performs the clerical and secretarial duties related to the FACE Program and one Account Clerk who maintains the accounting records.

Loan and Finance Services

The Real Property Loan Officers interview property owners desiring financial assistance to bring their properties up to Code compliance. By gathering all relevant data, the loan officer is able to determine if the property owner qualifies for a Section 312 Loan, a RAP Loan or one of the commercial financing programs. The loan officer prepares a loan application package on behalf of the property owner. The Department of Housing and Urban Development approves or disapproves 312 loans pertaining to large buildings, but loans for buildings with less than five units are now approved by the Director of Property, as are RAP loans. Once the loan is approved, all the escrow and related administrative requirements are performed in the Real Estate Department office.

The following summarizes the FACE loan and grant activity for the fiscal year ending June 30, 1979:

Number of Section 312 Loans approved	14
Dollar amount of Section 312 Loans approved	168,300
Number of Section 115 Grants approved	0
Dollar amount of Section 115 Grants approved	0

The total dollar amount of Section 312 Loans approved by the Department of Housing and Urban Development since the start of the program is $17,138,300.00.

The total number of Section 115 Grants approved since the start of the program is 360.

The total dollar amount of Section 115 Grants approved since the start of the program is $878,077.57.

The total dollar amount of Section 312 Loans and Section 115 Grants approved since the start of the program is $18,016,377.57.

The Rehabilitation Assistance Program (RAP) was authorized by the Board of Supervisors in 1976. The financing aspects of the program are similar in many respects to the Federally financed FACE Program with some differences in criteria for loans, such as the maximum amounts of loans and rent controls. The interest rate is 6% per annum. The funding started with $2,500,000.00 which became available through the sale of revenue bonds in December, 1976, and yearly thereafter. The program involves a great deal of community input. The rent control factor in the program should discourage speculators who might otherwise use the low interest loans for rehabilitation and then charge high rents for the newly rehabilitated units. The RAP Program is now in full operation.

230 RAP Loans have been approved totalling $3,819,400.00, and 45 RAP Hardship Loans have been approved for a total of $301,250.00. The RAP Program has proven to be a very successful method of rehabilitating existing properties and thus far has had no defaults on any of the loans.

Section VIII

Real Estate Department Work Program
as required by Charter Sections 7.400-7.404
and Administrative Code Section 17.19 and Chapter 23

I. Appraisal of all types of property for all City Departments and School District in San Francisco, San Mateo, Santa Clara, Alameda Tuolumne, Stanislaus, San Joaquin, Kern, Fresno, and Monterey Counties.

II. Acquisition of Real Property for all City Departments and School District.

III. Sale and exchange of City and School District properties.

IV. Lease and Rental of properties as both Lessor and Lessee, as required by all City Departments and School District.

V. Appraisals, negotiations and preparation of legislation for street vacations.

VI. Jurisdictional transfers of property between City Departments.

VII. Management of City-owned properties, including Civic Auditorium and Brooks Hall, public parking garages, neighborhood offstreet parking facilities and three major offstreet parking plazas.

VIII. Act as advisor to City Attorney in all matters pertaining to real estate. Provide expert witnesses in condemnation cases.

IX. Furnish loan and finance services to the Department of Public Works in connection with Federally Assisted Code Enforcement Program and the Rehabilitation Assistance Program.

X. Maintain records pertaining to City and School District property and prepare annual valuation report.

XI. Assignment of space in City Hall and Hall of Justice.

XII. Appraisals and feasibility studies for Mayor's Office, Board of Supervisors and surplus Property Commission.

SECTION IX

SUMMARY OF LEASES

PREPARED BY REAL ESTATE DEPARTMENT, CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT	NUMBER OF LEASES	BUILDING AREA LEASED - SQ. FT.	TOTAL MONTHLY RENTAL	TOTAL ANNUAL RENTAL*
MAYOR'S OFFICE	8	45,533	$ 20,719.00	$ 231,348.00
POLICE	21	37,286	14,310.50	171,726.00
PUBLIC HEALTH	42	111,768	42,564.94	515,819.28
PUBLIC LIBRARY	6	14,589	5,158.00	61,896.00
PUBLIC WORKS	11	50,498	19,440.00	233,280.00
SOCIAL SERVICES	4	55,744	22,847.00	274,164.00
VARIOUS	35	143,775	42,157.40	505,888.80
TOTAL CITY	127	458,833	$ 167,196.84	$1,994.122.10
COMMUNITY COLLEGE DISTRICT	34	198,054	26,910.15	312,367.48
UNIFIED SCHOOL DISTRICT	5	64,925	24,241.91	290,902.92
TOTAL OF ALL BUILDINGS	166	721,812	$ 218,348.90	$2,597.392.50
MISCELLANEOUS				
RECREATION AND PARK MINI PARKS AND PLAYGROUND	7	83,500	$ 87.24	$ 1,046.88

* EXTENSION ADJUSTED TO REFLECT LEASES TO BE TERMINATED.

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

MAYOR'S OFFICE

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1453 Mission Street 2nd & 3rd Floors	Office of Employment & Training	ALTA Investors	30,000	$15,288.00	$ .51 (1)	6-30-80	3 - 1 yr.	Rent adjustment option periods
814 Mission Street Ptn. 3rd Floor	Emergency Services	M & T Investors	1,285	715.00	.56 (1)	6-30-80	3 - 1 yr.	Rent adjustment option periods
740 Mission Street Parking Lot	Emergency Services	Mission St. Auto Park	600	150.00	.25	Mo. to Mo.		3 Parking spaces
170 Fell Street Rooms 18 & 19	Commission on Status of Women	SFUSD	1,744	600.00	.34 (1)	6-30-80	4 - 1 yr.	Rent Adjustment option periods
625 Polk Street Ptn. 4th Floor	City Demonstration Agency	Calif. Hall Association	2,100	1,050.00	.50 (1)	1-31-80	2 - 1 yr.	
Mediah Smith School 110 Southridge	Community Development	SFUSD	3,000	None		Mo. to Mo.		
Marshall Annex 1950 Mission	Employment & Training	SFUSD	3,640	1,280.00	.35 (1)	3-31-80		
170 Fell Street Rooms 37 & 37-B	Rent Stabilization	SFUSD	918	320.00	.35 (1)	Mo. to Mo.		Funds encumbered thru 6-30-80
939 Ellis Street Ptn. 2nd Floor	Community Development	Redevelopment Agency	1,944	996.00	.51 (1)	12-31-79	None	

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

POLICE DEPARTMENT

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
6th & Ahern	Parking Emergency Vehicles	State	23,771	$ 550.00	$ .02 (2)	6-30-80	None	
330 Ellis Street Rooms 502, 503, 504 & 506	Escort Service	Glide Foundation	1,032	506.00	.49 (1)	6-30-80	None	
5 Leland	Citizens Safety	Scharlach	537	190.00	.35 (2)	Mo. to Mo.		Admin. Code
950 Stockton	Citizens Safety	El Rio Development Co.	214	106.00	.50 (1)	Mo. to Mo.		Admin. Code
1329-7th Avenue	Citizens Safety	7th Avenue Presbyterian Church	450	150.00	.33 (1)	Mo. to Mo.		Admin. Code
3450 Geary Blvd. Room 205	Citizens Safety	Antonini	285	180.00	.63 (1)	Mo. to Mo.	None	Admin. Code
1684 Newcomb	Escort Service	Metropolitan Missionary Baptist Church	1,700	250.00	.15 (9)	6-30-80	None	
1345 Ocean Avenue	Citizens Safety	Ingleside United Presbyterian Church	300	125.00	.42 (1)	Mo. to Mo.		Admin. Code
85 Carl Street	Citizens Safety	Small	498	200.00	.40	Mo. to Mo.		Admin. Code

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

POLICE DEPARTMENT

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
630 Stockton	Escort Service	Self-Help for Elderly	770	$ 462.00	$ .60 (1)	6-30-80	2 - 1 yr.	Rent adjustment option periods
2940-16th Street Room 2 & Suite 310	Citizens Safety (Mission)	M.K. Blake Estate Co.	288	150.00	.52 (1)	Mo. to Mo.		Admin. Code
1411-18th Street	Citizens Safety	Ryska	200	100.00	.50 (2)	Mo. to Mo.		Admin. Code
1670 Revere Street	Citizens Safety	Bayview Property Manager	400	200.00	.50 (2)	Mo. to Mo.		Admin. Code
2174-76 Sutter St. Ground Floor	Escort Service	Peugh	1,175	580.00	.49 (4)	6-30-80	None	
1187 Franklin Street	SAFE	First Unitarian Ch.	297	148.50	.50 (1)	Mo. to Mo.		Admin. Code
251 Hyde Street	Escort Service	Eddy/Hyde Partners	1,340	402.00	.30 (4)	6-30-80		
814 Mission Street	Escort Service	United Cerebral Palsy	955	506.00	.53 (1)	6-30-80		
693 Vermont Patrick Henry School	Escort Service	SFUSD	925	370.00	.40 (1)	6-30-80	3 - 1 yr.	Rent adjustment option periods

SCHEDULE OF LEASES

CITY AS LESSEE

POLICE DEPARTMENT

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
222 Leland	Escort Service	Gordon & Christensen	705	$ 280.00	$ .40 (10)	6-30-80		
Fremont School 2058 Silver Ave.	Academy	SFUSD	24,420	8,700.00	.36 (1)	6-30-80	10-1 yr.	Rent adjustment option periods
150-8th Street Ptn. 3rd Floor	Citizens Safety	SF Bay Area Asian-American CMHTC	795	155.00	.19 (1)	Mo. to Mo.		Admin. Code

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
2107 Van Ness Ave. Entire 2nd Floor & Suite 102	Center for Special Problems	Kovshar	7,531	$ 4,142.00	$ .55 (1)	6-30-80	1-1 yr.	-
2940-16th Street Ptn. 2nd Floor	Mental Health Center	M.K. Blake Estate Co.	4,310	2,028.60	.47 (1)	6-30-80	None	-
2940-16th Street Ptn. 3rd Floor	Mental Health Center	M.K. Blake Estate Co.	2,422	1,259.44	.52 (1)	6-30-80	None	-
942 Market Street 702 thru 712 512 & 514	Mental Health Offices	Coleman, et al	4,072	1,336.23	.33 (1)	6-30-80	None	-
300 Bennington Entire 1st Floor	Health Center	Fogarty	1,875	307.00	.16 (2)	Mo. to Mo.	-	Funds encumbered thru 6-30-80.
15th Ave. & Lake St. Public Health Hosp.	Family Planning Cancer Detection	U.S.A.	-	None	-	Mo. to Mo.	-	Used Wednesdays 8 a.m. to 12 Noon
15th Ave. & Lake St. Public Health Hosp.	Chest Clinic	U.S.A.	200	37.00	.19 (1)	Mo. to Mo.	-	Rental charge to cover services. Area does not include 2 rms. used part time.
15th Ave. & Lake St. Public Health Hosp. Building 19	Rodent Control	U.S.A.	1,095	None	-	Mo. to. Mo.	-	-

July 1, 1979

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1548 Stockton Street Entire Building	N.E. Mental Health Center	Choi	6,715	$2,687.50	$ .40 (1)	Mo. to Mo.		Funds encumbered thru 10-31-79
1182 Market Street Rooms 312-314	Vocational Rehabilitation	Orpheum Building Co.	1,044	522.00	.50 (1)	Mo. to Mo.	-	Funds encumbered thru 6-30-80
1182 Market Street Room 205	Vocational Rehabilitation	Orpheum Building Co.	600	300.00	.50 (1)	Mo. to Mo.	-	Funds encumbered thru 6-30-80
1345 Ocean Avenue Library + 2 Rms.	Counseling Serv. O.M.I.	Ingleside Pres. Church	-	None	-	Mo. to Mo.	-	Used Tues.& Wed. 6 p.m. to 9 p.m.
1345 Ocean Avenue Gym, Chapel, 1 Rm.	Bayview Mental Health	Ingleside Pres. Church	-	25.00	-	Mo. to Mo.	-	Used Thursdays 1 p.m. to 4 p.m.
2451 Sacramento St.	Health Center	Housing Authority	1 Room	1.00	-	Mo. to Mo.	-	-
1095 Connecticut	Health Center Child	Housing Authority	216	1.00	-	Mo. to Mo.	-	-
799 Pacific Avenue Ptn. Ground Floor	N. Beach Mental Health Center	Housing Authority	1,505	200.00	.13 (1)	Mo. to Mo.	-	Funds encumbered thru 10-31-79
3261-23rd Street 1st Floor/Church	District Baby Clinic	Mission United Presbyterian	4,300	30.00	-	Mo. to Mo.	-	Used ½ day per week

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
800 Potrero 2601-20th Street Entire Building	Bayview Mental Health Center	Ruta	1,800	$ 665.00	$ .37 (1)	6-30-80	None	-
55 Jones Street 3 Basement Rooms	Health Center Chest Clinic	St. Anthony Clinic	-	75.00	-	Mo. to Mo.	-	Used 2 days per week. Funds encumbered thru 6-30-80
70 Natoma Street Ptn. 1st Floor	Family Planning Clinic	Cannon Kip	350	None	(1)	Mo. to Mo.	-	Used one afternoon
444 Sixth Street Entire Building	Outpatient Facility	Bramy	5,156	2,349.72	.46 (3)	6-30-80	2-1 yr.	$57,750 alterations. Rent adjustment option periods
250-4th Street Entire 2nd Floor	V.D. Medical Clinic	Del Monte Corp.	10,000	900.00	.09 (2)	9-30-79	None	$75,768.96 alterations were amortized during 1st year 69/70 Tax Clause
2335-2339 Ocean Ave. Entire Building	District V Mental Health	Pelton	3,954	1,444.00	.37 (5)	6-30-80	3-1 yr.	$73,820 alterations. City's share $68,820
1268 Sanchez St. 2 Rooms	Outpatient	Bethany United Methodist	304	50.00	.16 (1)	Mo. to Mo.	-	Terminated Sept. 30, 1979

July 1, 1979

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
10-29th Street 2nd Floor	Mental Health Outpatient	Maisels	1,750	$ 628.95	$ .36 (5)	6-30-80	3-1 yr.	$43,000 alter-ations
146 Broad Street Ptn. 1st Floor	Counseling Services	Salvation Army	600	None	-	Mo. to Mo.	-	-
755-61 So. Van Ness Ground Floor	Neighborhood Mental Health	AIM Develop-ment Corp.	7,286	3,000.00	.41 (5)	Mo. to Mo.		
555 Polk Street Entire 2nd Floor and Mezzanine	Mental Health Administration	West	9,580	4,725.00	.49 (1)	6-30-80	3-1 yr. 90 days	Rent adjustment 1980. 90-day Notice of Intent
298 Monterey Blvd. Entire Building	Mission Mental Health	Powell	4,025	1,300.00	.32 (1)	6-30-80	3-1 yr.	$65,000 alter-ations
333 Hayes Street 2nd Floor	Bureau of Alcoholism	Gilman	4,070	1,283.00	.32	6-30-80	3-1 yr.	Rent adjustment option periods. $6,275 alter-ations
4190 Mission Street Ground Floor	Outer Mission Mental Health	Matulich Investment Corporation	3,500	1,427.55	.41 (5)	6-30-80	4-1 yr.	$74,800 alter-ations. Rent adjustment option periods
445-6th Street Parking 1 car	Bureau of Alcoholism	California Parking Co.	200	8.50	-	Mo. to Mo.	-	Admin. Code

SCHEDULE OF LEASES

CITY AS[illegible]ESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
145 Leavenworth Parking 2 cars	N.E. Mental Health	Ruiz	400	$ 62.00	$ -	Mo. to Mo.	-	Admin. Code
615 Grant Avenue 3rd Floor	N.E. Mental Health	Leung	3,700	1,701.00	(5)	Mo. to Mo.	-	Funds encumbered thru 10-31-79
1007 Kearny Street Ground Floor Mezzanine	N.E. Mental Health	ASCO Investment Co.	7,707	3,525.00	.46 (8)	6-30-80	5-1 yr. 90-day	Rent adjustment option periods. Notice of Intent
450-6th Street Entire Building	N.E. Mental Health	Arnold Musso	6,200	1,641.00	.26 (5)	10-31-79		
1580 Valencia Ptn. 2nd Floor	Children's Outpatient Unit	St. Luke's Hospital	3,272	1,920.66	.59 (1)	10-31-79		
370 Turk Street	Storage	Fort Knox Self Storage	160	70.00	.44 (2)	Mo. to Mo.		Admin. Code
34 Boardman Place	Continuing Care	SOVIG Investment	780	329.56	.42 (3)	6-30-80	None	
3129-16th Street	County Drug Program	Martha	1,584	648.00	.41	Mo. to Mo.		
660 Lombard	Outpatient Clinic	Telegraph Hill Assn.	105	50.00	.47 (1)	Mo. to Mo.		

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

DEPARTMENT OF PUBLIC HEALTH

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1520 Stockton 2nd & 3rd Floors	N.E. Mental Health	N.E. Medical Services	15,429	$ 8,100.00	$ .53 (1)	6-30-80	9-1 yr.	Starts 9/1/79 Rent adjustment option periods

July 1, 1979

SCHEDULE OF LEASES

CITY AS[illegible]ESSEE

PUBLIC LIBRARY

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
45 Leland Store	Visitacion Valley Branch Library	Bauman	2,300	$ 425.00	$ .18 (2)	6-30-80	None	
2434 San Bruno Store	Portola Branch Library	Gilmore, et al	1,650	320.00	.19 (2)	6-30-80	None	
653 Chenery St. Store	Glen Park Branch Library	Tietz	1,594	400.00	.25 (2)	6-30-80	2-1 yr.	
387 Ashton Store	Ingleside Branch Library	Soldavini	1,975	275.00	.14 (2)	6-30-80	1-1 yr.	-
111 Broad Ground Floor	Ocean View Branch Library	Stratigos	1,370	125.00	.09 (2)	Mo. to Mo.	-	Funds encumbered thru 6-30-80
550 Kearny Ground Floor	Business Branch	Sacramento Kearny Co.	5,700	3,613.00	.63 (1)	Mo. to Mo.		Funds encumbered thru 3-31-80

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

PUBLIC WORKS

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
480 McAllister St. Store	FACE/RAP	De Wolf Realty	1,700	$ 790.00	$ .46 (5)	Mo. to Mo.	-	Funds encumbered thru 1-31-80
770 Golden Gate Ave. 3rd Floor and ptn. of 2nd Floor	Sanitary Engineering	SF Employees' Credit Union	14,611	8,898.00	.61 (1)	6-30-80	4-1 yr.	Includes 9 parking spaces. Rent adjustment option periods
1999 Bryant Street Entire Building	Traffic Sign Shop	Keeney	11,881	1,900.00	.17 (2)	6-30-80	4-1 yr.	Area includes mezz. of 2600 sq. ft. Rent adjustment option periods.
2380 Jerrold	Traffic Sign Warehouse	Mannar Inv. Co.	10,100	1,515.00	.15 (2)	6-30-80	7-1 yr.	Rent adjustment option periods
636 Van Ness Ave. Ptn. Ground Floor	Ind. Waste Sewer Charge T.T. Force	Humber, et al	3,560	1,839.00	.52 (1)	6-30-80	2-1 yr.	$3,678 alterations. Rent adjustment option periods.
770 Golden Gate Ave. Parking space	Transit Task Force	SF Employees' Credit Union	200	25.00	.13 (2)	Mo. to Mo.	-	-
3560 Geary Blvd. 2nd Floor	RAP	Bayview Federal	3,600	1,836.00	.51 (1)	1-31-80	None	Notice of Intent $7,800 alteration

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

PUBLIC WORKS

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1891 Grove Street Annex	RAP	Community College	2,601	$ 710.00	$ .27 (1)	1-31-80	1-1 yr.	Rent adjustment option periods. $13,000 alterations.
259 Hyde Street Ground Floor	RAP	Eddy/Hyde Partners	2,445	1,200.00	.49 (1)	1-31-80	3-1 yr.	Rent adjustment option periods
Van Ness Avenue/ Turk Street	Parking	Redevelopment Agency	28,200	None		Mo. to Mo.		
Pier 31 West Wastewater	Slurry Plant	Port	19,928	727.00	.04 (2)	Mo. to Mo.		Funds encumbered to 6-30-80. Rent increases to $845.00 1-1-80 or after pipelines installed.

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

SOCIAL SERVICES

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1360 Mission Street Entire Building	Offices and storage	VILO Properties	37,400	$14,410.00	$ .39	6-30-80	2-1 yr.	Rent adjustment option periods
Block 3513, Lot 74 between Valencia & Stevenson	Off-street parking	State	28,170	750.00	.026 (2)	6-30-80	20-1 yr.	Rent adjustment 7/1/85, 90 & 95
Block 3531, ptn. Lot 5, 13th & South Van Ness	Off-street parking	State	34,420	900.00	.026	6-30-80	23-1 yr.	Rent adjustment option periods
Andrew Jackson Sch. 2049 Grove Street	Shelter School	SFUSD	18,344	6,787.00	.37 (1)	6-30-80	10-1 yr.	Rent adjustment option periods

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Department of Electricity Bank of America Bldg.	Relay Radio Station	Bank of America	90	$ 1.00/yr	$ -	12-31-80	2-1 yr. 30 days	Can terminate with 6 mos. notice before option period
Department of Electricity Fairmont Hotel	Communication Equipment	Fairmont Hotel Co.	36	None	-	Mo. to Mo.	-	-
Department of Electricity Presbyterian Hosp.	Communication Equipment	Pacific Medical Center, Inc.	36	1.00	-	Mo. to Mo.	-	-
Department of Electricity 100 Van Ness Ave.	Radio Antenna	Calif. State Auto Assn.	4	1.00	-	Mo. to Mo.	-	-
Department of Electricity 100 Font Blvd.	Radio Antenna	Park Merced	30	1.00/yr	-	Mo. to Mo.	-	-
Art Commission 425-14th Street Meeting Room	Neighborhood Arts Program	Hobbs, et al	216	28.00	.13 (4)	Mo. to Mo.	-	-
Art Commission Holiday Inn 750 Kearny St.	Neighborhood Arts	Chinese Cultural Foundation	4,667	833.33	.18	5-31-90	-	City shares use with Foundation. 15-year lease $150,000 rent paid in advance.

July 1, 1979

SCHEDULE OF LEASES

CITY AS[illegible]ESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Art Commission Fort Mason, Pier 3	Scrap	Fort Mason Foundation	45,000	$ None	$ -	Mo. to Mo.	-	-
Art Commission 756 Union Street	Neighborhood Art	Intersection	4,158	1,631.83	.39 (1)	5-11-83	-	5-year lease $97,910.00 rent paid in advance.
Sheriff 2225 Mission St.	Community Outreach	E.O.C.	776	None		Mo. to Mo.	-	Admin. Code
Sheriff 739 Bryant	Rehabilitation Department	Patane	650	175.00	.27 (1)	Mo. to Mo.	-	Admin. Code
Public Utilities 855 Harrison Street Entire 2nd Floor Ptn. 1st Floor	Hetch Hetchy Water & Power Offices	Glaser	16,000	5,400.00	.34 (1)	7-14-80	None	Includes 33 parking spaces. $32,378 alterations.
Finance & Records Felton, California	Storage of Microfilm	Western States	110 Cu.Ft.	46.00	-	Mo. to Mo.	-	Admin. Code
Finance & Records Tahoe City	Storage of Microfilm	Heart of Calif. Corp.	110 Cu.Ft.	37.50	-	Mo. to Mo.	-	Admin. Code
Public Administrator 1212 Market Street Entire 3rd Floor & Ptn. of lower Arcade	Office of Record Storage	McConnell	5,852	3,135.00	.54 (1)	3-31-80	1-3 mos. 3-1 yr.	Rent adjustment option periods

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
City Planning 1212 Market Street	Drafting Department	McConnell	5,350	$3,111.00	$ .58 (1)	6-30-80	3-1 yr.	Rent adjustment option periods
Human Rights 1095 Market Street 5th Floor	Office space for Head-quarters	Phelan Co.	4,689	2,062.00	.44 (1)	6-30-80	None	
Commission on Aging 1095 Market Street 7th Floor	General Offices	Phelan Co.	4,700	2,096.00	.45 (1)	6-30-80	3-1 yr.	Rent adjustment option periods
Commission on Aging 101 Polk Street	Parking Space	Paz	200	30.00	-	Mo. to Mo.	-	-
Superior Court 625 Polk Street Ptn. 3rd Floor	Civil Courts	California Hall Assn.	6,756	3,100.00	.46 (1)	6-30-80	1-1 yr. 30 days	$21,735 alter-ations. Amor-tized over 2 mos. 1971
Retirement Board 1150 Bush Street	Workmen's Compensation	St. Francis Hospital	5,500	1.00	-	Mo. to Mo.	-	Rental paid annually in advance
Retirement Board 770 Golden Gate Ave.	Offices	SF Employees' Credit Union	11,701	7,126.00	.61 (1)	6-30-80	4-1 yr.	Rent adjustment option periods
MUNI Bank of America Bldg.	Base Radio Station	Bank of America	21	1.00/yr	-	6-30-80	1-1 yr.	Can terminate with 6 months notice

July 1, 1979

SCHEDULE OF LEASES

CITY LESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
District Attorney 814 Mission Street Entire 5th Floor Ptn. 6th Floor	Family Support Bureau	M & T Investors	16,500	$ 8,540.00	$ .52 (1)	6-30-80	1-1 yr. 60 days	60-day Notice of Intent. $45,000 alterations. Rent adjustment option period.
City Attorney 1212 Market Street	Code (RAP) Enforcement	McConnell	1,645	1,011.00	.61 (1)	1-31-80	1-1 yr.	$3,000 alteration
Board of Supervisors 170 Fell Street Room 13	Delinquency Prevention Committee	SFUSD	919	300.00	.33	6-30-80	4-1 yr.	Rent adjustment option periods
Controller 333 Golden Gate Ave.	FIRM	Hastings College	1,450	652.50	.45 (1)	6-30-80	1-1 yr.	
Adult Probation Muni Court 32 Boardman Place	Courts Alternative	Sovig	780	200.00	.26 (4)	Mo. to Mo.		Admin. Code. Funded thru 1-31-80
C.A.O. 962 Page Street	Parking	Lunardi	200	25.00		Mo. to Mo.		
City Attorney 1212 Market Street	General Code Enforcement	McConnell	1,309	782.00	.60 (1)	6-30-80	3-1 yr.	Rent adjustment option periods
Controller 1182 Market Street	Audit Division	Orpheum Bldg.	1,300	400.00	.31 (1)	6-30-80	1-1 yr.	

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Agriculture, Weights & Measures 501 Army Street	Offices	Port Commission	2,275	$ 882.00	$ .39 (1)	6-30-80	None	
Adult Probation 6025-3rd Street	Offices	Bayview-Hunters Point Foundation	275	175.00	.64 (1)	Mo. to Mo.		Admin. Code. Rent includes telephone services
Sheriff 23 Boardman Place	Jail Clean-up	Furlan Duncan	300	175.00	.58 (1)	Mo. to Mo.		Admin. Code Ends 9/30/79
Sheriff 505-7th Street	Re-entry Program	Rabin	790	200.00	.25 (2)	Mo. to Mo.		Admin Code. Rent approved thru 1-31-80
Muni Court 170 Fell Street	Traffic Citation	SFUSD	896	358.00	.40 (1)	Mo. to Mo.		Started 12-1-79

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

RECREATION AND PARK DEPARTMENT

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
N.E. Sumner 125' S.E. Howard Block	Mini Park	Wilkins Estate	1,450	$ 20.00	$ -	Mo. to Mo.	-	-
W. Shotwell 330' N. 16th Street Block 3552, Lot 35	Mini Park	Meehan Estate	4,200	65.00	-	Mo. to Mo.	-	-
E. Selby between Quesada and Palou Block 5331, Lot 56	Mini Park	State of California	3,600	2.08	-	Mo. to Mo.	-	-
Presidio	Parking Palace of Fine Arts	U.S. Army	-	None	-	9-5-82	-	Used jointly with Army. Requires permission each time used. Can be terminated by either party.
Valencia between 13th & 14th Block 3533	Playground	Levi Strauss	8,000	None	-	Mo. to Mo.	-	-
S.E. Tocaloma & Lathrop Avenues Blk 4991, Ptn. Lot 60	Playground	Sunset Scavengers & MACOR	35,250	1.00/yr	-	3-31-2000	-	25-year lease beginning 4-1-75

July 1, 1979

SCHEDULE OF LEASES

CITY AS LESSEE

RECREATION AND PARK DEPARTMENT

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
S/W Palou & Phelps Block 5329, Lot 1	Mini Park	Southern Pacific	31,000	$ 1.00/yr	$ -	6-30-79	Unlimited	-
251-18th Avenue Sutro Annex	Senior Citizen Center	SFUSD	6,665	None		8-31-79		

July 1, 1979

SCHEDULE OF LEASES

SAN FRANCISCO UNIFIED SCHOOL DISTRICT LESSEE

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
N/E Army and Shotwell	Portable Class-rooms	Cogswell	28,000	$2,000.00	$ .07 (2)	Mo. to Mo.	-	-
410 Garces Drive 24 parking spaces	Driver Training Program	American Park Merced		348.00	14.50/car	Monthly Agreement	None	Since May, 1959
1360 Oakdale Avenue Entire property	G. Washington Carver School	Redevelopment Agency	108,294	21,684.58	.20 (2)	1-15-93	-	64,500 sq. ft. building. Area leased from Redev. Agency. Rent paid annually. City to acquire title when bonds redeemed.
1225-8th Street	Legislative Representative	1225-8th St.	425	200.00		11-14-79	None	-
Christmas Tree Point Road Twin Peaks	Radio Station	CCSF	50	1.00	-	Mo. to Mo.	-	-
Golden Gate & Franklin Streets	Playground	State	4,976	8.33	-	-	-	Freeway lease area. Rent $100.00/year.

July 1, 1979

SCHEDULE OF LEASES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT LESSEE

(Leases where rental is $300/mo. or more)

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1150 Powell Street 865 Jackson Street	Chinatown Education Center	Cumberland Presbyterian	9,617	$3,174.00	$ .33 (1)	6-30-82	2-1 yr.	Rent adjustment option periods
1150 Powell Street	Adult Education	Cumberland Presbyterian	1,405	463.65	.33 (1)	8-15-79	None	
1233-1243 Van Ness 2 Buildings	Skill Center	Crocker Bank	28,065	8,419.50	.30 (2)	6-30-80	3-1 yr.	Option rental subject to adjustment.
S.F. Airport Plot 20	Aviation School	City	145,491	1.00/yr.	-	6-30-17	-	25,946 sq.ft. building area
765 Harrison Street 425-4th Street Entire Building	Auto Shop	Barrett & Ritchie	50,000	6,860.00	.14 (2)	6-30-85	-	$265.000 alterations by CCD.
920 Washington St. 5 Rooms	Outreach Program	Chinese United Methodist Ch.	3,331	375.00	.10 (1)	6-30-79	2-10 mos.	Rent adjustment 56 hours per week
160 So. Van Ness Entire Building	Staging Site	Cohn	15,750	3,000.00	.19 (2)	6-30-81	None	
362 Capp 3 Rooms	Neighborhood Center	Mission Neighborhood Center, Inc.	4,300	325.00	.08 (1)	6-30-80	1-1 yr.	

July 1, 1979

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT LESSEE

(Leases where rental is $300/mo. or more)

LOCATION/DESCRIPTION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO. RENTAL	BASIC RENTAL SQ.FT./MO.	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
21 Octavia	Indonesian Refugee Program	First Baptist Church	7,750	$1,000.00	$ .13	6-30-80		
1-15 Waverly Place	Chinatown Classes	First Chinese Baptist Church	4,515	450.00	.10	6-30-80	1-1 yr.	
Summary of 24 Leases under $300.00 per month	Various		47,375	3,843.00	.06	-	-	-

July 1, 1979

EXPLANATION OF RESPONSIBILITY FOR SERVICES NOTED UNDER: "BASIC RENTAL SQ. FT./MO."

(1) Full Service

(2) No Service

(3) City Pays Utilities

(4) City Pays Janitorial

(5) City Pays Utilities and Scavenger

(6) City Pays Janitorial and Scavenger

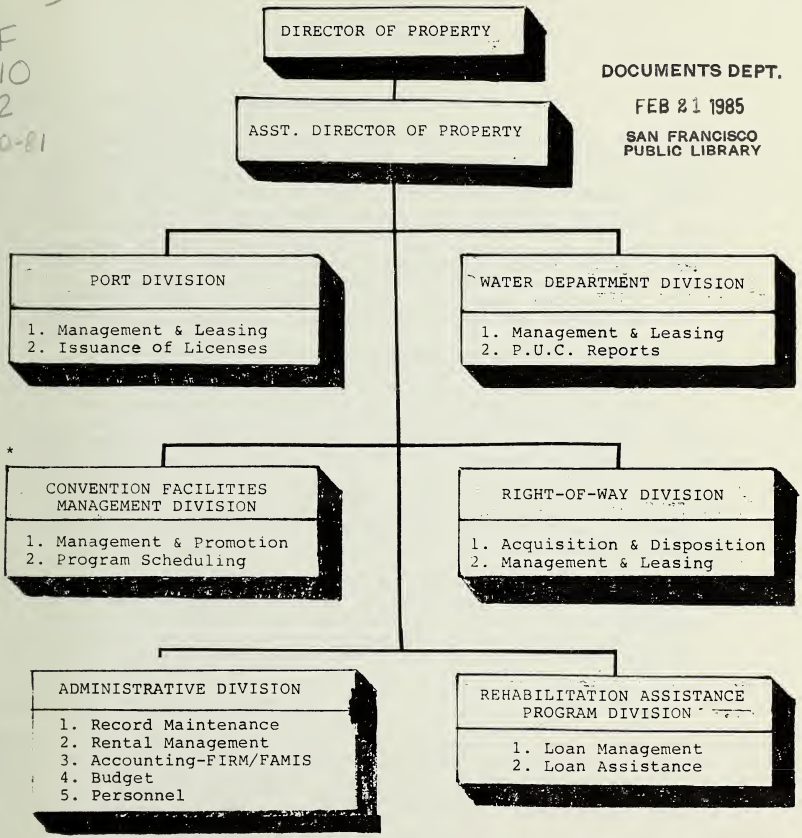
(7) City Pays Electricity and Scavenger

(8) City Pays Scavenger

(9) City Pays P.G.&E. and Janitorial

(10) City Pays P.G.&E., Scavenger and Janitorial

Annual Report 1980-81



WALLACE WORTMAN
Director of Property
Real Estate Department

* CONVENTION FACILITIES Management Division was transferred effective 7-1-81 to separate department under the CAO pursuant to passage of Proposition "C."

II

REAL ESTATE DEPARTMENT

CHARTER RESPONSIBILITY (Charter Section 7.400)

"The director of property shall be the head of the department of property. He shall have charge of the purchase of real property and improvements required for all city and county purposes, and the sale and lease of real property and improvements thereon owned by the city and county, except as otherwise provided by this charter. In the acquisition of property required for street opening, widening or other public improvements, the director of property shall make preliminary appraisals of the value of the property sought to be condemned or otherwise acquired and report thereon to the responsible officer. It shall be his duty, in addition, to assist in such proceedings on the request of the responsible officer.

He shall have charge of the management of the exposition auditorium. (This function transferred effective July 1, 1981 to separate department under CAO pursuant to Proposition "C".)

Each department authorized by the approval of bond issues or by annual or supplemental appropriation ordinances to purchase or lease property or improvements needed for the purposes of such department shall make such purchases or leases through the director of property.

The director of property shall maintain complete records and maps of all real property owned by the city, which shall show the purchase price, if known, and the department in charge of each parcel, with reference to deeds or grants establishing the city's title.

He shall annually report to the mayor, the controller, the chief administrative officer, and the supervisors the estimated value of each parcel and improvement. He shall make recommendations to the mayor and chief administrative officer relative to the advantageous use, disposition, or sale of real property not in use."

REAL ESTATE SERVICES PERFORMED

Generally, all departments of the City require services of the Real Estate Department in appraisal and negotiation work; acquisition of property for street widenings and extension, schools and parks; special study projects; disposal of surplus property; jurisdictional transfers; management of City-owned facilities; leasing of additional quarters; advice pertaining to real estate matters; loan and finance service to code enforcement programs; and maintenance of real property records pertaining to City and School and Community College District's property.

SECTION III
REAL ESTATE DEPARTMENT

Fiscal Year 1980-81

Property Management functions are performed on a continuing basis. A summary of the major sources of revenue and expense is as follows:

1. SURPLUS PROPERTY RENTALS.....$ 872,033

2. PARKING FACILITY RECEIPTS..... 496,377
   Received from Marshall Square, 7th and Harrison, St. Mary's and the Vallejo Street Facilities.

3. CIVIC AUDITORIUM AND BROOKS HALL INCOME
   Rental income for the City in the amount of.....

   In addition, the Concession Agreement produced $ for a total income of.....

4. CITY AS LESSEE.....
   Was paid for the rental of property leased by the City, the School District and the Community College District. These facilities generally served as branch libraries, neighborhood health centers, Social Services offices, engineering offices and other similar rentals.

Representative work performed for the various departments of the City was as follows:

A. DEPARTMENT OF PUBLIC WORKS

Ongoing review of all street encroachment permits and easements granted to private interests by the Department of Public Works to make certain that present and future City property interests are protected; also, evaluation and arrangement of numerous street vacations, sale of surplus properties and access rights.

The Real Estate Department is actively involved with the acquisition for the Shoreline Park Expansion Project in Mountain View in accordance with that certain "Waste Disposal Agreement" whereby a solid waste disposal site is provided for San Francisco's refuse and waste.

The Real Estate Department has been the lead agency in the process of site selection for the various facilities required to implement the City's major waste water construction program.

The Real Estate Department has supplied the real property cost data relative to all the sites considered for major facility locations and system routings for the alternatives under study as well as supplying the preliminary raw data for consideration in the Environmental Impace Reports prepared by outside consultants.

1. Northpoint Transport System

   Acquired all the interests required for the construction of the Northpoint Transport System and the Islais Creek Pumping Station, and continuing to assist in clearing up title conflicts and interests.

2. Southeast Water Pollution Control Plant Expansion

   Acquired all the interests required for the construction of the Southeast Sewage Plant, continuing property management, clearing title interests and tenant relocations.

3. Southwest Water Pollution Control Plant

   Acquired all the interests required for the construction of the Southwest Sewage Plant and concluded negotiations with the California National Guard.

   Activities will continue in order to meet the various requirements placed upon the City by the Coastal Commission.

4. Southwest Transport System

   Obtained the necessary State lands Permits for disposal of material on the beach and latoral area.

   Have assisted the Clean Water Program Consultants who have been engaged in obtaining the necessary permits from the Golden Gate National Recreation Area and Coastal Commission.

5. Southwest Outfall

   Obtained the necessary Federal and State permits.

6. Richmond Transport

   Preliminary estimates have been made for various routes under consideration and have conducted a study of existing tunnel effects on value.

7. Bayside Facilities

   A number of preliminary estimates have been made for the Crosstown Tunnel, Sunnydale-Yosemite Route, Mariposa Facilities, Hunters Point Facilities, Islais Creek Pump Station and a number of easement connector routes. Have completed all phases of the planning activities for these various facilities under study.

B. Parking Authority

Management functions were performed in connection with operations of the major off-street parking facilities. (Negotiation for acquisition of and leasing of all necessary property and property rights required for construction of Performing Arts Center Garage).

Review of proposed off-street parking facilities. Renew lease of 123 O'Farrell, Ellis-O'Farrell Parking Corporation to Armen Jewelers. Continued work in connection with proposed lease of air rights above Mission/Bartlett, 16th Street/Hoff, and study of proposed sale or lease of air rights over St. Mary's Square Garage.

C. Department of Social Services

Arrange extensions of two (2) existing leases for off-street parking from State of California for Administration Buildings on Otis Street.

Extend lease at Andrew Jackson School at 1370 Grove Street. Extend lease at 1360 Mission Street and finalize approximately $200,000.00 of alteration work as required by State, primarily to accomodate handicapped persons.

D. Department of Public Health

Two (2) new leases obtained. Twenty-two (22) existing leases were extended,amended and renegotiated for clinics and health centers such as Childrens Services Unit, Geriatric Services, Mental Health Administrative Offices and Alcoholism Treatment Center.

The Board will shortly be considering legislation for the sale of the 293-acre Hassler Hospital property.

E. City Attorney

Advise in real estate and title matters, review McInerny Actions for possible City interest. A lease for office space was negotiated at 1212 Market Street for the attorneys handling property condemnation. Reviewed various sites for proposed move of staff out of City Hall.

F. Tax Collector

Cancellation of taxes on properties acquired by City during current fiscal year.

G. Library Department

Management of Fuhrman Bequest lands. Arranged renewal and extension of various branch sites.

H. Recreation and Park

Initiated appraisals and acquisition in seven areas and completed land

acquisitions of four parcels in connection with Open Space Projects. Eminent Domain proceedings to acquire six parcels and several acquisitions in abeyance. Management of Fuhrman Bequest lands.

I. Fire Department

Processed Emergency Road Agreement in vicinity of Funston and Lockridge. Completed the auction of surplus fire station which included appraisal, legislation, public announcement, clearance of appropriate governmental agencies and advertising.

Negotiated lease of property for Fire Department use.

J. Community College District

Renewed and extended several leases for adult education program throughout City. Arrange new lease of vacant lot at 17th and Folsom to University of California for parking lot.

K. Port Commission

One Principal Right-of-Way Agent is on assignment at the Port of San Francisco for purposes of providing real estate services and departmental direction. These services consist of lease negotiations, competitive bid processing, appraisals, appraisal reviews, and feasibility studies, as well as outside governmental agency coordination and clearances.

L. Mayor's Office

Appraisals, reports and recommendations and services as required, such as supervision of management of Midtown Park Apartments. Renew leases for various offices as Community Development, Summer Youth Program, Criminal Justice, Emergency Services, Offices of Employment and Training, and Rent Stabilization, lease of portable bungalows at Marshall Annex to Mayor's Office of Employment and Training for its employment planning unit and Summer Youth Program.

In accordance with the provisions of the Residential Rent Stabilization and Arbitration Ordinance passed by the Board of Supervisors, the Real Estate Department received forty-one (41) applications for evaluation and approval of proposed rent increases. These increases may be permitted pursuant to receipt of application for non-exempt residential property owners who propose to increase rents as a result of expenditures for capital improvements.

Considerable time is consumed handling numerous additional inquiries received from both property owners and tenants, and explaining in detail the applicable provisions of the Rent Control Ordinance.

Arranged for new lease including alteration for the Rent Arbitration Board at 170 Fell Street. New location resulted in doubling of office space.

M. San Francisco Unified School District

Leased entire Fremont School Building at 2055 Silver Avenue for use as the new training facility of the San Francisco Police Department. Leased entire Andrew Jackson School Building at 2049 Grove Street for Social Services Shelter Care Program.

Leased several rooms at 170 Fell Street for various City departments.

Prepared agreements for possible leasing (still pending) of Patrick Henry School at 693 Vermont Street for offices of Hetch Hetchy Light and Power. Leased portion of Laguna Honda School, 1350-7th Avenue to University of California Medical School.

Leased portable bungalows at Polytechnic High School to Haight-Ashbury/Sunset Community Group with possibility of leasing entire complex in the near future. Renewed several leases wherein School District was Lessee.

Appraisals for sale of proposed surplus school property. Considerable work towards the development of a master lease and procedure for the leasing of all surplus school sites for private development.

N. Chief Administrative Officer

Attend weekly departmental meeting. Advise on all real estate matters. Sit as alternate for C.A.O. on Planning Commission. Develop inventory of solid waste landfill sites in nine (9) Bay Area counties.

O. Police

Initiation, extension and renewal of leases for Senior Escort Service, Police SAFE Program, off-street parking.

Arrange lease of entire Fremont Elementary School and grounds at 2055 Silver Avenue for Police Department's Training Program and Academy.

P. Adult Probation Department

Extension of existing lease and enter into a lease for San Francisco Community Services Project.

Q. Sheriff

Renew various lease for the Community Rehabilitation Department. Locate and lease or purchase suitable facility for Women's Work Furlough Program.

R. Municipal Railway

Study proposed exchange of property for Municipal Railway turnaround at Ocean Beach, preliminary studies for acquisition of additional bus yard facilities. Appraisal, negotiate for proposed expansion of San Jose-Geneva Car Barn facility.

S. Juvenile Court

Oversee lease of City's Hidden Valley Ranch to California Conservation Corp.

Negotiated and arranged timber harvest on a portion of Log Cabin Ranch property damaged by massive landslide.

Assisted in adjudication of water rights for Log Cabin Ranch.

Arranged lease to San Mateo County for access rights across a portion of Log Cabin Ranch.

T. Controller

Arranged new lease for Controller's E.D.P. Division at California Hall, 625 Polk Street, arranged new lease for Controller's Payroll Director at 1212 Market Street, arranged new lease for E.D.P. at 170 Fell Street.

Renewed lease for Audit Division at Orpheum Building, 1182 Market Street.

U. Water Department

Appraisal property and property rights of various Water Department properties in several Bay Area counties. Prepared legislation, contracts and deeds in relation to sales of surplus Water Department property. Conducted extensive negotiations, appraisal and appraisal review in cases involving the condemnation of Water Department property by other governmental agencies.

V. Hetch Hetchy

Advised Hetch Hetchy regarding permits and leases on various property under their jurisdiction. Appraised property and entered into negotiations for the lease of same. Preliminary discussion proposed DC Conversion Substation acquisitions and leases from PG&E.

W. Art Commission

Negotiated two (2) leases for Neighborhood Arts Program and one (1) lease for use of property under jurisdiction of Art Commission as a Community Cultural Center.

X. Airport

Appraisal of Airport property for purposes of establishing fair market rental rate recommendations.

Review and approve demolition of several Airport structures. Obtain and review of title reports to determine City's title or interest in various properties adjoining San Francisco Airport. Work on proposed land exchange of Airport property with the Coast Guard.

Y. General

Respond to various requests for information from the Mayor's Office, the Board of Supervisors, and the Chief Administrative Officer.

Prepare Annual Report to the Mayor.

Issue permits for Hallidie Plaza, Management of the Wisconsin Housing Project and the Midtown Apartments. Review all the Produce Market leases.

Review and initiate payment of taxes on "out of county" City-owned properties. Report on Capital Improvement Program. Review surplus properties. Auction sale of surplus parcels and preparation for future sales.

During this fiscal year, a Principal Right-of-Way Agent was assigned full time to the Port Commission functioning as Port's Manager of Property and Development.

Once again, we point out that the Real Estate Department's functions are supported, in the main, on an Interdepartmental Work Order basis. We believe that many problems and considerable savings in moneys would be resolved if the majority of the staff were placed in budgeted positions.

Many departments of the City have no allocated funds from which to pay for services which they require from the Real Estate Department. The late allocation of funds creates delays and results in increased costs for many projects.

SECTION III (cont'd.)

THE WATER DEPARTMENT'S LAND DIVISION

The Real Estate Department has one Principal Right of Way Agent and one Right of Way Agent assigned full time with the Water Department at 1000 El Camino Real, Millbrae. Their section is designated as the Agriculture and Land Division and involves overall administrative and operational responsibility including supervision over four employees of the Division. They report directly to the Assistant General Manager, Public Utilities Commission, on day to day matters relative to property management, and to the Director of Property on Real Estate matters.

The Land Division is responsible for leasing those areas of the watershed which can be used for revenue producing or beneficial public use, such as golf course and other recreational purposes without endangering the quality of the City's water supply. The greater portion of the watershed lands in Alameda and Santa Clara County are leased for livestock grazing and for various other agricultural uses. The lease term for agricultural use is usually limited to ten years with provision for rental adjustment every three years.

Revocable permits are used for small areas such as the right of way surface above water transmission pipelines and aqueducts. The fees collected for these permits are reviewed and renegotiated every three years, based on comparable rental data or adjusted with the increases or decreases in the consumer price index. Other surface areas of pipeline rights of way located in Alameda, Santa Clara and San Mateo Counties are leased on a long term basis to adjacent or abutting owners for parking or landscaping purposes subject to approval by P.U.C.

The Assistant General Manager, Public Utilities, and the General Manager of the Water Department are dependent upon the Land Division for all tenant and potential tenant negotiations and the financial and insurance aspects of all leases and permits, also for coordination with other City departments and public agencies.

Attached is a resume of the Land and Agricultural Division's 1980-1981 Annual Report, which gives some idea of the scope and extent of that Division's activities.

AGRICULTURE AND LAND DIVISION

Permits and Leases in Effect for Fiscal Year Ending June 30, 1981

191	Revenue Permits
1348	Non-Revenue Permits
230	Domestic Garden Permits
1769	TOTAL PERMITS

41	Agricultural Leases
35	Non-Agricultural Leases
76	TOTAL LEASES

Recapitulation of Income Receivable for Fiscal Year Ending June 30, 1981

Income from Agricultural Leases.....	$ 531,786.19
Income from Non-Agricultural Leases.....	$ 721,115.31
Income from Land Use Permits.....	$ 238,655.06
TOTAL INCOME	$1,491,556.56

SECTION IV

ANNUAL REVENUE REPORT
CIVIC AUDITORIUM AND BROOKS HALL
FISCAL YEAR 1980-1981

	CIVIC AUD RENTAL	BROOKS HALL RENTAL	P.A.SYSTEM	ORGAN RENTAL	CONCESSIONS RENTAL
JULY	$14,515.00	$11,075.00	-	-	$ 7,328.49
AUGUST	23,200.00	12,300.00	$ 210.00	-	4,012.36
SEPTEMBER	23,378.75	10,125.00	40.00	-	2,799.89
OCTOBER	7,614.85	31,505.00	-	-	5,014.80
NOVEMBER	27,740.00	35,460.00	40.00	-	14,090.16
DECEMBER	18,675.40	10,750.00	180.00	-	16,631.52
JANUARY	24,113.00	22,290.00	240.00	250.00	9,863.22
FEBRUARY	39,480.00	31,775.00	-	-	8,569.65
MARCH	25,708.00	20,595.00	160.00	-	12,072.12
APRIL	32,427.15	16,275,00	120.00	-	12,254.42
MAY	14,615.25	18,900.00	80.00	50.00	4,319.70
JUNE	52,083.57	27,515.00	370.00	-	18,386.07
	$303,550.22	$248,565.00	$1,440.00	$300.00	$115,342.40

	1980-1981	1979-1980
AUDITORIUM RENTAL	$303,550.22	$327,798.00
BROOKS HALL RENTAL	248,565.00	235,500.00
P.A. SYSTEM	1,440.00	1,785.00
ORGAN RENTAL	300.00	50.00
CONCESSIONS RENTAL	115,342.40	114,876.62
	$669,197.62	$680,009.62

OCCUPANCY DAYS	1980-1981	1979-1980
CIVIC AUDITORIUM	202	259
BROOKS HALL	184	246

9/18/81

STATEMENT OF ACTIVITIES
FISCAL YEAR 1980-81

The following conventions and trade shows used our facilities during the past year:

Pops Concerts
Summer Mart Week
Small Business Expo
Gift Show (2)
Latin American Assembly of God
Filipino Peoples Far West Convention
Adult Benevolent Association
Culinary Workers Union
Paul Simon Concert
Mexican Entertainment (6)
Western National Restaurant Convention
National Carwash Council
Mini Micro Computer Conference & Expo
S. F. Tavern Guild
Print Pacific
Bustamonte Antiques (3)
Hi-Fidelity Music Show
Fol de Rol
Import Car Show
Harvest Festival
American Society of Hospital Pharmacists
Womens Professional Basketball (18)
Advanced Micro Devices
J. F. Balzer Retirement Dinner
Pacific Automotive Show
National Rival Electric Coop Association
Religious Education Institute
National Expo of Food Processors
American Home Sewing Association
West Coast Beauty Show
Construction Specification Institute
American College of Cardiology
International Photo Optical Show Association
West Coast Computer Faire
Central American Entertainment
Jimmy Buffet Concert
International Gourmet Products
American Association of Orthodontists
ROTC Drill Competition
Sacred Heart High School Graduation
Northern California Square Dancers Association
American Petroleum Geologist
Knights of Columbus Circus
Galileo High School
Pavarotti Italian Earthquake Benefit Concert
Pacific Coast Builders
Job Faire
American Library Association

ML/m
9/18/81

SECTION V

COMPARISON OF 1979-80 BUDGET
WITH
EXPENDITURES BY APPROPRIATION

APPROPRIATION	BUDGET	ACTUAL EXPENDITURES
421107-1200	$ 5,000	$ 5,000
421107-1300	600	600
421214-1425	56,203	56,203
421107-1425	18,169	18,169
421107-1460	285,000	285,000
421107-3030	5,312	5,312

SECTION VI

REVENUE RECEIVED BY REAL ESTATE DEPARTMENT
FROM
LANDS AND IMPROVEMENTS LEASED BY CITY AND COUNTY OF SAN FRANCISCO
AND/OR
THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT, AS LESSOR

Fiscal Year 1980-81

DEPARTMENT OR LOCATION	FUND	REVENUE
Fuhrman Bequest - Properties		
Fresno County - Oil Well Service Co.		$ 1,100.00
Kern County Oil & Grazing Leases:		
Grazing Leases		50.00
Shell Oil Co., Royalties		401,892.27
Herb Queen		880.00
Central California Oil Co.		-0-
Hetch Hetchy System - Properties		
Moccasin Creek - Store and Post Office		2,450.00
Municipal Railway - Properties		
Telephone Pay Stations		252.95
Department of Public Works - Projects		
Southeast Sewage Treatment	1970 Water Pollution Control Bond	69,100.00
Community College District		
Telephone Pay Stations		462.68
Board of Education - Projects & Properties		
1440 Harrison Street - Kennedy Press, Inc.		606.00
Lincoln Building, Fifth & Market Sts.		306,000.00
Temporary House Rentals - Joseph & Ethel Murphy		1,265.00
Sign Boards		165.00
Telephone Pay Stations		1,974.30
Health Department		
S.F. General Hospital (Gladstone, J. David FD).		12.00

SECTION VI

DEPARTMENT OR LOCATION	FUND	REVENUE
Recreation and Park - Properties		
Okazaki, Steve - Lincoln Park Golf Course		$ 850.00
Malizia, James - 850 Ca		675.00
Lake Merced - Ground Rentals - Pacific Rod & Gun Club		3,300.00
Lillyquist, Timothy		600.00
Various Rentals - General Fund		
Ground Rentals:		
Mayor		
Hallidie Plaza (S.F. Convention & Visitors Bureau)		1.00
Block 4347B, Portion Lot 1A (Bayside Auto Sales)		600.00
Miraloma Park Improvement Association		-0-
Twin Peaks - Radio Relay Station		7,500.00
Phelps Street & McKinnon Ave. (Philift Co.)		1,800.00
Twin Peaks Block House (Viacom Cablevision)		440.00
Twin Peaks Transmitter (Housing Authority)		12.00
18th & Indiana Sts., vacant land (Ceiling Systems Supply)		1,260.00
City Hall:		
Post Office		1.00
Desk Space		8,430.00
Hall of Justice:		
Hall of Justice Cafeteria		8,681.05
Employee Parking Stalls		4,212.50
Telephone Pay Stations - Various Locations		31,429.94
Service Stations:		
Portola and Woodside		13,942.78
Portola and Teresita (Driveway)		275.00
Parking Lots (5)		
McAllister & Polk Sts.	General	18,326.00

SECTION VI

DEPARTMENT OR LOCATION	FUND	REVENUE
Parking Lost (5) continued		
7th & Harrison	General	$ 147,097.77
Marshall Sq. Auto Park	General	69,717.48
St.Mary's Sq. Garage	Rec/Park & 1947 Offstreet Parking	78,416.73
Vallejo Street Garage	Offstreet Pkg.	182,819.07
		$1,304,767.76
		$1,368,409.52

SECTION VII
Loan and Finance Services for the Property Conservation Program

In November of 1966, the City and County of San Francisco contracted for a Federally Assisted Code Enforcement (FACE) Program, as provided for in the Housing and Urban Development Act of 1965, with the Secretary of the United States Department of Housing and Urban Development. To assist in carrying out the concentrated Code Enforcement Program, the City and County is administering two programs designed to assist property owners in securing the financial resources to complete the necessary rehabilitation work on their properties. The first of these programs is the Direct Federal Loan for Rehabilitation as provided for in Section 312 of the Housing Act of 1964. The Section 312 Loan, available to owner-occupants and investor-owners alike, bears an interest rate of 3% per annum. This program includes grants to qualified low-income owner-occupants in the Code Enforcement Area. The second program, recently established, is a City sponsored loan program for rehabilitation called RAP, authorized under the Marks-Foran Bill and financed by a revenue bond issue.

The Chief Administrative Officer has assigned to the Real Estate Department the responsibility for administering the loan functions of the Property Conservation Program. To fulfill this responsibility, the Real Estate Department has two Real Property Loan Officers and one Right of Way Agent, who are under the supervision of the Director of Property. The Real Property Loan Officers are assigned to the Code Enforcement Area Site Offices servicing two RAP areas: Upper Ashbury and North of Market. The Right of Way Agent is assigned to the Central Office in the Real Estate Department, together with one Clerk-Stenographer, who performs the clerical and secretarial duties related to the FACE and the RAP Programs, and one Account Clerk who maintains the accounting records.

Loan and Finance Services

The Real Property Loan Officers interview property owners desiring financial assistance to bring their properties up to Code compliance. By gathering all relevant data, the Loan Officer is able to determine if the property owner qualifies for a Section 312 Loan, a RAP Loan or one of the other financing programs. The Loan Officer prepares a loan application package on behalf of the property owner. The Department of Housing and Urban Development approves or disapproves 312 loans pertaining to large buildings, but loans for buildings with less than five units are now approved by the Director of Property, as are RAP Loans. Once the loan is approved, all the escrow and related administrative requirements are performed in the Real Estate Department office.

The following summarizes the FACE Loan and Grant activity for the fiscal year ending June 30, 1981:

The total dollar amount of Section 312 Loans approved by the Department of Housing and Urban Development since the start of the program is $17,617,950.00.

The total number of Section 115 Grants approved since the start of the program is 360.

The total dollar amount of Section 115 Grants approved since the start of the program is $878,077.57.

The total dollar amount of Section 312 Loans and Section 115 Grants approved since the start of the program is $18,496,027.57.

The Rehabilitation Assistance Program (RAP) was authorized by the Board of Supervisors in 1976. The financing aspects of the program are similar in many respects to the Federally financed FACE Program with some differences in criteria for loans, such as the maximum amounts of loans and rent controls. The interest rate is 8.6% per annum. The funding started with $2,500,000.00, which became available through the sale of revenue bonds in December 1976, and yearly thereafter. The program involves a great deal of community input. The rent control factor in the program should discourage speculators who might otherwise use the low interest loans for rehabilitation and then charge high rents for the low interest loans for rehabilitation and then charge high rents for the newly rehabilitated units. The RAP Program is now in full operation.

503 RAP Loans have been approved, totalling $8,517,644.00 and 81 RAP Hardship Loans have been approved for a total of $488,260.00. The RAP Program has proven to be a very successful method of rehabilitating existing properties and thus far has had no defaults on any of the loans.

There are some other rehabilitation loan programs including; The City Deferred Payment Loan Program (C.D.P.C.) which was started in February of 1981. This program offers low interest loans to low income property owners and/or tenants. No monthly loan payments are made, but at the end of ten years the principal plus interest becomes due in one balloon payment. Loan packages are assembled by a Real Property Loan Officer and Escrowed through Crocker National Bank.

The California Department of Housing and Community Development has another deferred rehabilitation loan program (SB966) which is administered by the Real Estate Department.

The Code Enforcement and Rehabilitation Fund Loan Program (C.E.R.F.) offers interest free loans for low and moderate income households. The loan is interest free and repayable upon sale of the property which can be only one or two units. This loan program is also administered by a Real Property Loan Officer of the department of Real Estate.

SECTION VIII

Real Estate Department Work Program as required by Charter Sections 7.400-7.404 and Administrative Code Section 17.19 and Chapter 23

I. Appraisal of all types of property for all City Departments in San Francisco, San Mateo, Santa Clara, Alameda, Tuolumne, Stanislaus, San Joaquin, Kern, Fresno, and Monterey Counties.

II. Acquisition of Real Property for all City Departments.

III. Sale and Exchange of City properties.

IV. Lease and Rental of properties as both Lessor and Lessee, as required by all City Departments.

V. Appraisal, negotiations and preparation of legislation for street vacations.

VI. Jurisdictional transfers of property between City Departments.

VII. Management of City-owned properties, including Civic Auditorium and Brooks Hall, public parking garages, neighborhood off-street parking facilities and three major off-street parking plazas.

VIII. Act as advisor to City Attorney in all matters pertaining to real estate. Provide expert witnesses in condemnation cases.

IX. Furnish loan and finance services to the Department of Public Works in connection with Federally Assisted Code Enforcement Program and the Rehabilitation Assistance Program.

X. Maintain records pertaining to City and prepare annual valuation report.

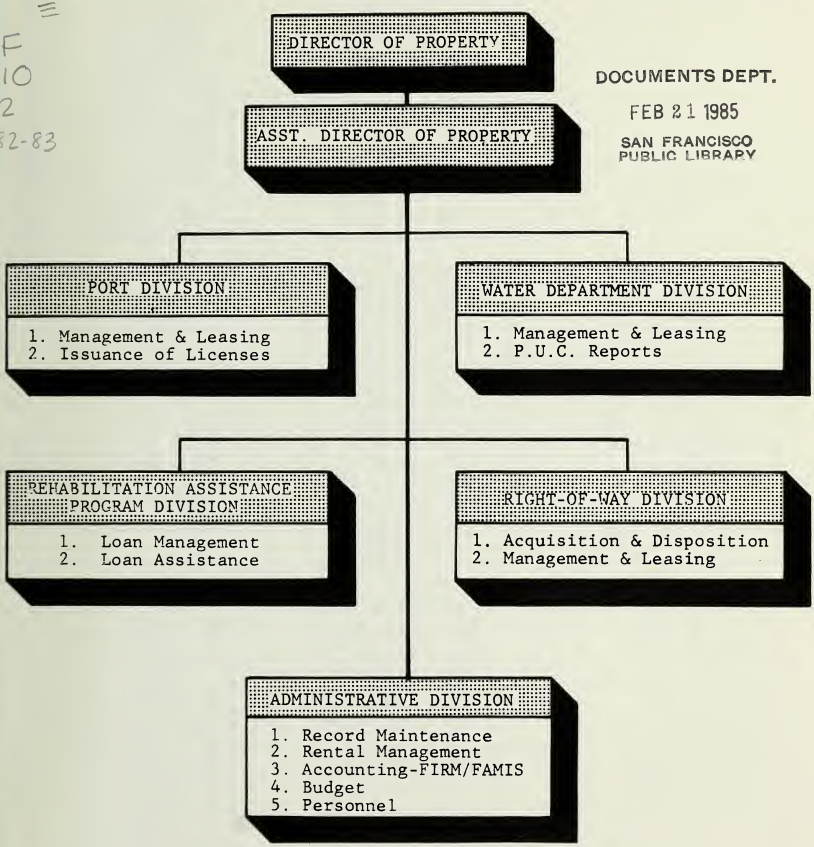
XI. Assignment of space in City Hall and Hall of Justice.

XII. Appraisals and feasibility studies for Mayor's Office, Board of Supervisors and Surplus Property Commission.

REAL ESTATE DEPARTMENT

CITY AND COUNTY OF SAN FRANCISCO

Annual Report 1982-83



WALLACE WORTMAN
Director of Property
Real Estate Department

City and County of San Francisco
Real Estate Department

Function & Organizational Chart

Date: July 1, 1983

REAL ESTATE DEPARTMENT

Acquisition, sale, leasing, transfer of real property required for City purposes. Rent Stabilization--Capital Improvements Certifications. Maintain complete records and maps of City-owned real property.

1-Director of Property (4150)
1-Assistant Director (4144)

RIGHT OF WAY DIVISION

Acts as Real Estate Agent and Consultant to all City Departments and conducts all functions required in connection with all real estate related matters.

1-Principal Right of Way Agt. (4143)
4-Senior Right of Way Agents (4142)
7-Right of Way Agents (4140)
1-Civil Engineer II (5362)

AGRICULTURE AND LAND DIVISION

Conducts all functions required in connection with the leasing of Water Department property.

1-Principal Right of Way Agt (4143)
1-Right of Way Agt (4140)
1-Prin Clerk-Stenographer **(1450)
1-Sr Clerk-Stenographer **(1446)
1-Agricultural Div. Land Agt**(3484)
1-Agricultural Land Use Aide**(3406)
1-Farmer **(3402)

PORT DIVISION

Conducts all functions in connection with the appraisal and/or leasing of Port Commission properties.

1-Principal Right of Way Agt (4143)
1-Sr. Clerk-Stenographer *(1446)
1-Clerk-Stenographer *(1444)
1-Parking Meter Collection Officer (Yard Checker) *(9318)
1-Custodial Supervisor *(2716)
1-Commercial Prop Mgr (Temp) *(9396)

CLERICAL

Correspondence, Shorthand & Typing
Record Keeping
File Maintenance

1-Sr Clerk-Stenographer (1446)
2-Clerk-Stenographers (1444)
1-Principal Clerk-Stenographer (1450)

ADMINISTRATIVE DIVISION

Timerolls and personnel records
Rent collections
Monthly accounting reports
Rent payments for City
Budget preparation and control

1-Rental Property Supervisor (4110)
1-Accountant (1650)

REHABILITATION ASSISTANCE PROGRAM DIVISION

Implementation and administration of loan and escrow functions of the Rehabilitation Assistance Program (RAP)

*** 6-Real Property Loan Officers (4160)
1-Clerk Stenographer (1444)
1-Account Clerk (1630)

* Port Employee
** Water Department Employee
*** Only 2 positions filled at present time

II

REAL ESTATE DEPARTMENT

CHARTER RESPONSIBILITY (Charter Section 7.400)

"The director of property shall be the head of the department of property. He shall have charge of the purchase of real property and improvements required for all city and county purposes, and the sale and lease of real property and improvements thereon owned by the city and county, except as otherwise provided by this charter. In the acquisition of property required for street opening, widening or other public improvements, the director of property shall make preliminary appraisals of the value of the property sought to be condemned or otherwise acquired and report thereon to the responsible officer. It shall be his duty, in addition, to assist in such proceedings on the request of the responsible officer.

He shall have charge of the management of the exposition auditorium. (This function transferred effective July 1, 1981 to separate department under CAO pursuant to Proposition "C".)

Each department authorized by the approval of bond issues or by annual or supplemental appropriation ordinances to purchase or lease property or improvements needed for the purposes of such department shall make such purchases or leases through the director of property.

The director of property shall maintain complete records and maps of all real property owned by the city, which shall show the purchase price, if known, and the department in charge of each parcel, with reference to deeds or grants establishing the city's title.

He shall annually report to the mayor, the controller, the chief administrative officer, and the supervisors the estimated value of each parcel and improvement. He shall make recommendations to the mayor and chief administrative officer relative to the advantageous use, disposition, or sale of real property not in use."

REAL ESTATE SERVICES PERFORMED

Generally, all departments of the City require services of the Real Estate Department in appraisal and negotiation work; acquisition of property for street widenings and extension, schools and parks; special study projects; disposal of surplus property; jurisdictional transfers; management of City-owned facilities; leasing of additional quarters; advice pertaining to real estate matters; loan and finance service to code enforcement programs; and maintenance of real property records pertaining to City and School and Community College District's property.

SECTION III
REAL ESTATE DEPARTMENT

Fiscal Year 1982-83

Property Management functions are performed on a continuing basis. A summary of the major sources of revenue and expense is as follows:

1. SURPLUS PROPERTY RENTAL ..... $ 573,656

2. PARKING FACILITY RECEIPTS ..... $ 526,728

   Received from Marshall Square 7th and Harrison, St. Mary's & the Vallejo Street facilities.

3. CITY AS LESSEE $3,809,489

   Was paid for the rental of property leased by the City, the School District, and the Community College District. These facilities generally served as branch libraries, neighborhood health centers, Social Services offices, engineering offices and other similar rentals.

Representative work performed for the various departments of the City was as follows:

A. DEPARTMENT OF PUBLIC WORKS

Ongoing review of street encroachment permits, easements granted by the Department of Public Works to insure that present and future City property interests are protected; also appraise and arrange sale at public auction of surplus parcels. During the fiscal year one parcel was sold for a total amount of $37,538.08 and the sale of a portion of Redwood Alley to the State for $865,357 as scheduled to close September 1983.

The Department renewed several existing leases for the Department of Public Works.

The Real Estate Department has been the lead agency in the process of site selection for the various facilities required to implement the City's major waste water construction program.

The Real Estate Department has supplied the real property cost data relative to all the sites considered for major facility locations and system routings for the alternatives under study as well as supplying the preliminary raw data for consideration in the Environmental Impact Reports prepared by outside consultants.

SECTION III (cont'd.)

1. Northpoint Transport System

   Continuing to assist in clearing up title conflict and interests. Working on Division Street Outfall to obtain the necessary property interests for construction.

2. Southeast Water Pollution Control Plant Expansion

   Continuing property management, clearing title interests and tenant relocations. Obtaining the necessary street closures and working on the rental agreements for the community facility.

3. Southwest Transport System

   Continuing in assisting in obtaining rights relative to the Great Highway realignment and obtaining the necessary permit from the State for the replacement of the salt water supply to Steinhart Aquarium.

4. Southwest Outfall

   Obtained the necessary Federal and State permits. Continuing to assist both agencies in the monitoring of construction and the continued liaison with the State.

5. Bayside Facilities

   Continuing to negotiate with State in the preservation of outfalls and sewer facilities in conjunction with Candlestick Point Shoreline Park. Working on obtaining the necessary rights for the construction of the Hunters Point and Yosemite facilities.

B. PARKING AUTHORITY

Management functions were performed in connection with operations of the major off-street parking facilities. Completed leasing of all necessary property and property rights required for Performing Arts Center Garage. Completed sale of easements to the San Francisco Ballet for their new rehearsal facility.

Review of proposed off-street parking facilities. Continued work in connection with proposed lease of air rights above Mission/Bartlett, 16th Street/Hoff, and study of proposed sale or lease of air rights over St. Mary's Square Garage. Completed work on the proposed purchase of Moscone Center Garage site from the Redevelopment Agency and vacation of a portion of Kaplan Lane.

C. DEPARTMENT OF SOCIAL SERVICES

Arrange extensions of two (2) existing leases for off-street parking from State of California for administration buildings on Otis Street.

Extend lease at Andrew Jackson School at 1370 Grove Street. Extend lease at 1360 Mission Street.

Work on project for homeless people.

D. DEPARTMENT OF PUBLIC HEALTH

One (1) new lease obtained. Twenty-two (22) existing leases were extended, amended, and renegotiated for clinicsand health centers such as Children's Services Unit, Special Problems Unit, Mental Health offices and Alcoholism Treatment Center. Pending is the lease in San Francisco General Hospital to the University of California at an annual rent of $75,000 and which will require minimum tenant improvements at the hospital of $1,000,000.

The sale of the 293 acre Hassler Hospital was concluded with Mid-Peninsula Regional Open Space District for the sum of $3.5 Million.

E. CITY ATTORNEY

Advise in real estate and title matters; review McInerny Actions naming City for possible City interest. Arrange extension of lease at 214 Van Ness.

F. TAX COLLECTOR

Cancellation of taxes on properties acquired by City during current fiscal year.

G. LIBRARY DEPARTMENT

Management of Fuhrman Bequest lands. Arranged renewal and extension of various branch library sites.

H. RECREATION/PARK DEPARTMENT

Completed three Open Space projects with two others in the final stages. Ongoing work on five other open space projects, three of which are in condemnation.

I. FIRE DEPARTMENT

Responded to numerous inquiries regarding active and inactive Fire Department properties.

J. COMMUNITY COLLEGE DISTRICT

Renewed and extended several leases for adult education program throughout City. Arrange new lease of vacant lot at 17th and Folsom to University of California for parking lot. Arranged leases with SFUSD for John Hancock School as Chinatown Education Center and Samuel Gompers for Mission Education Center and leasing of space to California State University at Downtown Center.

Applied for tax exemption on behalf of College District and subsequently advised them of such credits in form of rent reduction.

K. PORT COMMISSION

One Principal Right-of-Way Agent is on assignment at the Port of San Francisco for purposes of providing real estate services and departmental direction. These services consist of lease negotiations, competitive bid processing, appraisals, appraisal reviews, and feasibility studies, as well as outside governmental agency coordination and clearances. Of note was the acquisition for Port use of the 25.38 acre Bethlehem shipyard property.

L. MAYOR'S OFFICE

Appraisals, reports and recommendations and services as required, such as supervision of management of Midtown Park Apartments. Renew leases for various offices as Housing and Community Development, Economic Development and Training, and Rent Stabilization.

Under the provisions of Section 37.7 of the Residential Rent Stabilization and Arbitration Ordinance, the Real Estate Department received sixty-two (62) applications in Fiscal Year 1982-83, an increase of forty-four (44%) percent over the previous year. The average processing time equalled slightly more than twenty-three (23) days. Our fee receipts of $25,038.85, after payment of independent estimator costs, increased almost twenty-five (25%) percent. The receipts slightly exceeded our costs in handling this function which includes advising several hundred persons annually about the certification process.

M. CHIEF ADMINISTRATIVE OFFICER

Advise on all real estate matters. Submit weekly departmental report. Sit as alternate for CAO on Planning Commission. Assisted CAO stff in site selection for a Resource Conversion Center also in obtaining Port property for use as a recycling center.

Make recommendations for space allocation in the City Hall and Hall of Justice. Work with the City of Mountain View to conclude acquisition of land for their shoreline park project in connection with this City's solid waste disposal agreement.

N. SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Worked on several quitclaim resolutions from City to School District.

Renewed several leases wherein City is Lessee.

Continually advising District on values; and assisting in sale of surplus properties, requesting Master Plan approval and wherever applicable environmental evaluations.

O. POLICE

Initiation, extension and renewal of leases for Senior Escor Outreach Program, Police Academy, and two off-street parking sites.

P. SHERIFF

Extension of lease for Sheriff's Training Unit. Processed documents for payment of real property taxes on County Jail in San Bruno.

Q. MUNICIPAL RAILWAY

Completed property exchanges in connection with both the new bus turnaround at Ocean Beach and the redesign and improvement of the Victorian Park Cable Car turnaround. Resolved property rights hindering construction of the new facility at the Geneva/San Jose Avenue site. Arranged the purchase and transfer of a portion of lots in Block 5707 required for a sub-station for the electrification of No. 24 Divisadero Motor Coach line as part of the Trolley Coach overhead program. Completed acquisition of the 6.17 acre U.S.Steel property at 1940 Harrison Street for $6,100,000.00. Title to this property required for a new Municipal Railway storage and maintenance facility will transfer to the City on January 10, 1984. U.S. Steel will remain in occupancy, at a monthly rental of $20,000.00 until possession is required by Muni. Approximately 70,000 sq.ft. of the warehouse will be occupied by the Purchaser, also until required for the Municipal Railway's reconstruction.

R. JUVENILE COURT

Called for bids for proposed lease of City's Hidden Valley Ranch. Processed documents for payment of real property taxes on Log Cabin Ranch.

Negotiated with San Mateo County for access rights across a portion of Log Cabin Ranch.

S. CONTROLLER

Renewed four leases for Controller's Office, E.D.P., Payroll Division, and Internal Audits.

Assigned space on interim basis for Payroll Division in Registrar's Office. Seeking space for consolidation of Payroll Division from several locations in City Hall with possible inclusion of Internal Audit Division. Located Payroll Director's Internal Audit Division into leased quarters at 160 So. Van Ness.

T. WATER DEPARTMENT

Appraised several Water Department properties in different Bay Area counties. Prepared legislation, sales contract and deeds in connection with the sale of various Water Department parcels which sold for a total of $823,000. Conducted extensive negotiations, appraisal and appraisal reviews in cases involving the condemnation of Water Department property by other governmental agencies.

U. HETCH HETCHY

Furnished advice to Hetch Hetchy regarding permits and leases of various properties. Appraised property and entered into negotiations for lease of same. Appraised and acquired the property needed for the Warnerville Substation expansion near Oakdale.

Assisted with settlement of lawsuit regarding the disposition of lands covered by the Raker Act. We have called for bids for a timber harvest of certain lands in Tuolumne County. This harvest is expected to net City $210,000.

Extended two leases with PG&E for a portion of ground floor areas of Stations "E" and "J" for D/C conversion facilities. After negotiating acquisition costs with PG&E for the purchase of two PG&E conversion substations, "F" and "N", and having received approval from Urban Mass Transportation Administration (UMTA) for the purchases, City approval was obtained and the deeds were recorded. The acquisition costs for land and building at substation "F" and "N" were $442,492 and $118,215 respectively.

V. ART COMMISSION

Negotiated a new lease for relocation of staff offices from 693 Mission Street to 45 Hyde Street.

Completed lease between Potrero Neighborhood House, Lessor, and S.F. Art Commission, Lessee, relative to 953 DeHaro Street.

Completed lease between Mission Neighborhood Center, Inc. Lessor, and S.F. Art Commission, Lessee, relative to 362 Capp Street.

SECTION III (cont'd.)

THE WATER DEPARTMENT'S LAND DIVISION

The Real Estate Department has one Principal Right of Way Agent and one Right of Way Agent assigned full time with the Water Department at 1000 El Camino Real, Millbrae. Their section is designated as the Agriculture and Land Division and involves overall administrative and operational responsibility including supervision over four employees of the Division. They report directly to the Assistant General Manager, Public Utilities Commission, on day to day matters relative to property management, and to the Director of Property on Real Estate matters.

The Land Division is responsible for leasing those areas of the watershed which can be used for revenue producing or beneficial public use, such as golf course and other recreational purposes without endangering the quality of the City's water supply. The greater portion of the watershed lands in Alameda and Santa Clara County are leased for livestock grazing and for various other agricultural uses. The lease term for agricultural use is usually limited to ten years with provision for rental adjustment every three years.

Revocable permits are used for small areas such as the right of way surface above water transmission pipelines and aqueducts. The fees collected for these permits are reviewed and renegotiated every three years, based on comparable rental data or adjusted with the increases or decreases in the consumer price index. Other surface areas of pipeline rights of way located in Alameda, Santa Clara and San Mateo Counties are leased on a long term basis to adjacent or abutting owners for parking or landscaping purposes subject to approval by P.U.C.

The Assistant General Manager, Public Utilities, and the General Manager of the Water Department are dependent upon the Land Division for all tenant and potential tenant negotiations and the financial and insurance aspects of all leases and permits, also for coordination with other City departments and public agencies.

Attached is a resume of the Land and Agricultural Division's 1982-1983 Annual Report, which gives some idea of the scope and extent of that Division's activities.

AGRICULTURE AND LAND DIVISION

Permits and Leases in Effect for Fiscal Year Ending June 30, 1982		June 30, 1983
177	Revenue Permits	191
1411	Non-Revenue Permits	1430
234	Domestic Garden Permits	217
1822	TOTAL PERMITS	1838
45	Agricultural Leases	55
39	Non-Agricultural Leases	42
84	TOTAL LEASES	97

Recapitulation of Income Receivable for Fiscal Year Ending June 30, 1982		June 30, 1983
Income from Agricultural Leases	$ 625,043.96	$ 703,863.35
Income from Non-Agricultural Leases	$ 748,531.13	$ 779,934.71
Income from Land Use Permits	$ 181,959.97	$ 202,398.92
Income Domestic Garden Permits	$ - 0 -	$ 1,085.00
TOTAL INCOME:	$1,555,535.06	$1,687,281.98 *

* The total net revenue increase over prior fiscal year was $131,746.92, in spite of our continued loss of royalty revenue from a Gravel Quarry Lease in the amount of $85,351.32 due to slow construction trade.

SECTION IV

COMPARISON OF 1982-83 BUDGET
WITH
EXPEDITURES BY APPROPRIATION

APPROPRIATION	BUDGET	ACTUAL EXPENDITURES
421107-1200	$ 5,000	$ 5,000
421107-1300	600	600
421107-1425	18,713	18,713
421107-3030	65,312	65,312
421107-3100	316	316
421107-3130	642	642
421107-3300	5,360	5,360
421107-3500	639	639

SECTION V
REVENUE RECEIVED BY REAL ESTATE DEPARTMENT
FROM
LANDS AND IMPROVEMENTS LEASED BY CITY AND COUNTY OF SAN FRANCISCO
AND/OR
THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT, AS LESSOR

Fiscal Year 1982-83

DEPARTMENT OR LOCATION	FUND	REVENUE
Fuhrman Bequest - Properties		
Fresno County - Oil Well Service Co.		$ 1,320.00
Kern County Oil & Grazing Leases:		
Zalba & Azparren		50.00
Shell Oil Co., Royalties		229,419.66
Herb Queen		880.00
Central California Oil Co.		-0-
Hetch Hetchy System - Properties		
Moccasin Creek - Store and Post Office		1,866.35
Municipal Railway - Properties		
Telephone Pay Stations		2,025.28
Department of Public Works - Projects		
Southeast Sewage Treatment	1970 Water Pollution Control Bond	86,400.00
Community College District		
Telephone Pay Stations		515.16
Board of Education - Projects & Properties		
1440 Harrison St. - Kennedy Press, Inc.		606.00
Temporary House Rentals - Joseph & Ethel Murphy		230.00
Sign Boards		
Telephone Pay Stations		1,032.82
Health Department		
S.F. General Hospital (Gladstone, J. David FD - Dental School, Arthritis, Liver Ctr.)		58.00
S.F. General Hospital-Bldg., 5 Rms. 4M50 and 4M52		954.84
S.F. General Hospital-Bldg. 30 Ward 34		13,268.17
S.F. General Hospital Bldg. 1, First Floor		54,099.46

SECTION V - cont'd.

DEPARTMENT OR LOCATION	FUND	REVENUE
Recreation and Park - Properties		
Lincoln Park Golf Course		$ 900.00
Malizia, James - 850 Cambridge St.		1,300.00
Lake Merced - Ground Rentals - Pacific Rod and Gun Club		3,600.00
Lillyquist, Timothy - Apartment in Coit Tower		570.00
Various Rentals - General Fund		
Ground Rentals:		
Mayor		
Hallidie Plaza (S.F. Convention & Visitors Bureau)		1.00
Block 4347B, Portion Lot 1A (Bayside Auto Sales)		550.00
Miraloma Park Improvement Assoc.		-0-
Twin Peaks - Radio Relay Station		7,500.00
Phelps St. & McKinnon Ave. (Philift Co.)		1,800.00
Twin Peaks Block House (Viacom Cablevision)		480.00
Twin Peaks Transmitter (Housing Authority)		12.00
18th & Indiana St's., vacant land (Ceiling Systems Supply)		2,160.00
City Hall:		
Post Office		1.00
Desk Space		7,230.00
Hall of Justice:		
Hall of Justice Cafeteria		12,291.63
Employee Parking Stalls		8,423.15
Telephone Pay Stations - Various Locations/only Gen. fund		38,120.80
Service Stations:		
Portola and Woodside		14,512.68
Portola and Teresita (Driveway)		300.00
Parking Lots (5)		
McAllister & Polk Streets	General	19,992.00
7th & Harrison	General	145,450.26

SECTION V

DEPARTMENT OR LOCATION	FUND	REVENUE
Parking Lots (5) (cont'd.)		
Marshall Square Auto Park	General	82,812.00
St. Mary's Square Garage	Rec/Park & 1947 Off-Street Prkg.	101,194.35
Vallejo Garage	Off-street Parking	261,187.70
		$1,100,384.08

SECTION VI
REAL ESTATE DEPARTMENT - LOAN DIVISION
LENDING AND FINANCIAL SERVICES
PROPERTY REHABILITATION PROGRAMS

The Loan Division of the Real Estate Department was the first to provide public lending assistance and financial services for property rehabilitation and conservation within San Francisco. The Chief Administrative Officer assigned the responsibility for administering the lending functions of the Property Conservation Program to the Loan Division over 16 years ago.

The initial rehabilitation program was called the Federally Assisted Code Enforcement Program (FACE) which the City contracted for in November 1966 with the Department of Housing and Urban Development. The FACE Program is responsible for bringing 7 designated San Francisco neighborhoods up to code with low interest financing. These designated neighborhoods include: 1) The Great Highway, 2) Arguello Park, 3) Glen Park, 4) Buena Vista Heights, 5) Bernal Heights, 6) Duboce Triangle, and 7) Alamo Square. The vehicle for financing under the FACE Program, is the direct federal rehabilitation loan, as provided for in Section 312 of the Federal Housing Act of 1964. This loan, called the Section 312 loan, was available to all property owners within the designated areas at the rate of 3% interest. The FACE Program also provides for those low-income property owners who could not qualify for a Section 312 loan or could only under much hardship. These property owners could receive a Grant from the Government called a Section 115 Grant provided they also occupied their homes.

The Loan Division has also originated and funded many Section 312 loans and Section 115 Grants in the 3 designated Rehabilitation Assistance Program (RAP) areas. The Loan Division, as of June 30, 1982, has been responsible for funding 1,127 Section 312 loans for a total amount of $16,952,250.00. There was a total of 380 Section 115 Grants made during that time, for a total amount of $878,078.00.

The Rehabilitation Assistance Program (RAP) was authorized by the Board of Supervisors in 1976. This Program is patterned after the FACE Program in many respects. The source of loan funds comes from the sale of City Revenue Bonds and currently the Program is working with its fourth Bond issue. There are three designated RAP areas in San Francisco which include the Inner Richmond, Upper Ashbury and North of Market neighborhoods. The Program has had more community input through elected area Citizen Advisory Committees. RAP rent control requirements have helped to keep rents from escalating and have discouraged speculators from using the Program for unfair personal gains.

The Loan Division, as of June 30, 1983, has funded 627 RAP loans which cover 1,758. dwelling units for a total of $12,171,211. in loan funds. Low-income property owners who could not qualify for a regular RAP loan have received non-interest bearing Hardship Loans. There have been 94 Hardship loans funded, as of June 30, 1983, covering 125 dwelling units for a total of $626,397. The RAP Program has proven to be a very successful method of rehabilitating existing properties and thus far no RAP loans have been foreclosed on.

The Code Enforcement and Rehabilitation Fund Loan Program (CERF) is another program where the lending aspects are administered by the Loan Division. The CERF Loan is interest-free and due upon sale of the property. The maximum loan amount is $5,000. and can only be used for correcting any condition of the property that is found to be an imminent and substantial life hazard. The borrower must occupy the property and meet the requirements of a low income household. There have been 29 CERF Loans funded for a total of $210,695. as of June 30, 1983.

The Community Housing Rehabilitation Program (CHRP) offers low interest loans with 10 year deferred payments to low-moderate income property owners. This program replaces the Community Deferred Payment Loan Program (CDPL) which was started in 1981 and is funded through the Mayor's Office of Housing and Economic Development. CHRP Loans are available to qualified borrowers in the various designated Neighborhood Strategy Areas. The Loan Packages are assembled by the Loan Division Staff and escrowed through Crocker National Bank. There have been 74 CHRP/CDPL Loans funded which cover 394 dwelling units for a total of $3,197,231, as of June 30, 1983.

The Loan Division was comprised of 4 staff members during the Fiscal year ending June 30, 1983. The staff included one Right-of-Way Agent, two Loan Officers and One Clerk-Stenographer.

The Loan Division since inception has handled countless inquiries and counseled a large number of San Francisco residents on steps to be followed for obtaining Rehabilitation Loans. Once a loan application is submitted, the underwriting process starts with an analysis of the applicants credit and financial statements, an appraisal is made by an in-house staff appraiser or for some programs an outside fee appraisal is requested, preliminary title reports or lot book reports are ordered, supportive data is gathered, the proper forms are filled out, loan documents are prepared and signed before an in-house "notary public". The loan is then funded and new responsibilities of loan administration begin until the loan is paid off. Payment of invoices must be made to contractors, monitoring to see that property taxes are paid and sufficient insurance is in force, rent control regulations must be put in place and monitored, accounting and record keeping must be performed, reports for various entities must be compiled, liason work must be performed for any loans in default or with collection problems, and when loans are paid off.

The primary goal of the Real Estate Department's Loan Division is to continue being of service to the San Francisco Community by providing the professional and technical skills that are needed for administering the lending and related functions of the various property rehabilitation programs.

SECTION VII

Real Estate Department Work Program
As Required by Charter Sections 7.400-7.404
And Administrative Code Sections 4.1, 6.2, 17.18, 17.19, 32.32, 32.54, & 37.7 & Chapters 23 & 27

I. Appraisal of all types of property for all City departments in San Francisco, San Mateo, Santa Clara, Alameda, Tuolumne, Stanislaus, San Joaquin, Kern, Fresno, and Monterey Counties.

II. Acquisition of real property for all City departments.

III. Sale and exchange of City properties.

IV. Lease and rental of properties as both Lessor and Lessee, as required by all City departments.

V. Appraisal, negotiations and preparation of legislation for street vacations.

VI. Jurisdictional transfers of property between City departments.

VII Management of City-owned properties, including public parking garages, neighborhood off-street parking facilities and three facilities and three major off-street parking plazas.

VIII. Act as advisor to City Attorney in all matters pertaining to real estate. Provide expert witnesses in condemnation cases.

IX. Furnish loan and finance services to the Department of Public Works in connection with Federally Assisted Code Enforcement Program and the Rehabilitation Assistance Program.

X. Maintain records pertaining to City-owned property and property leased by City as Lessor and Lessee, and prepare annual valuation report.

IX. Assignment of space in City Hall and Hall of Justice.

XII. Appraisals and feasibility studies for Mayor's Office, Board of Supervisors and Surplus Property Commission.

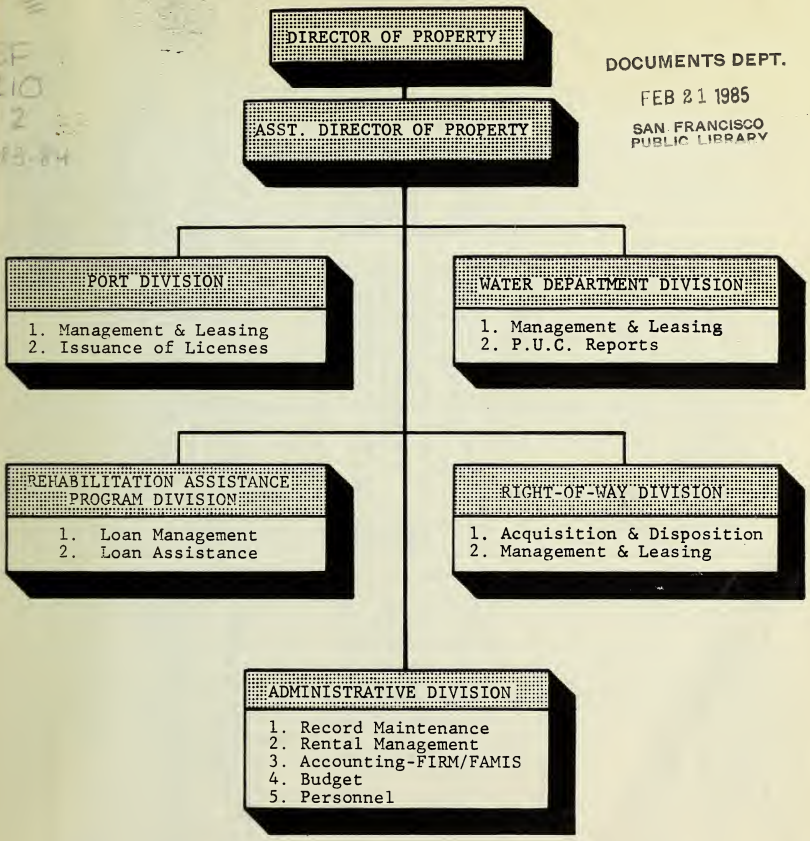
XIII. Receive and review applications for certification of rental increases for capital improvement and rehabilitation work, in accordance with Section 37.7 of the Administrative Code, as amended by Ordinance 276-79.

XIV. Award contracts for demolition of City-owned buildings.

REAL ESTATE DEPARTMENT

CITY AND COUNTY OF SAN FRANCISCO

Annual Report 1983-84



WALLACE WORTMAN
Director of Property
Real Estate Department

City and County of San Francisco
Real Estate Department

Function & Organizational Chart

Date: July 1, 1983

REAL ESTATE DEPARTMENT

Acquisition, sale, leasing, transfer of real property required for City purposes. Rent Stabilization--Capital Improvements Certifications. Maintain complete records and maps of City-owned real property.

1-Director of Property (4150)
1-Assistant Director (4144)

RIGHT OF WAY DIVISION

Acts as Real Estate Agent and Consultant to all City Departments and conducts all functions required in connection with all real estate related matters.

1-Principal Right of Way Agt. (4143)
4-Senior Right of Way Agents (4142)
7-Right of Way Agents (4140)
1-Civil Engineer II (5362)

AGRICULTURE AND LAND DIVISION

Conducts all functions required in connection with the leasing of Water Department property.

1-Principal Right of Way Agt (4143)
1-Right of Way Agt (4140)
1-Prin Clerk-Stenographer **(1450)
1-Sr Clerk-Stenographer **(1446)
1-Agricultural Div. Land Agt**(3484)
1-Agricultural Land Use Aide**(3406)
1-Farmer **(3402)

PORT DIVISION

Conducts all functions in connection with the appraisal and/or leasing of Port Commission properties.

1-Principal Right of Way Agt (4143)
1-Sr. Clerk-Stenographer *(1446)
1-Clerk-Stenographer *(1444)
1-Parking Meter Collection Officer (Yard Checker) *(9318)
1-Custodial Supervisor *(2716)
1-Commercial Prop Mgr (Temp) *(9396)

CLERICAL

Correspondence, Shorthand & Typing
Record Keeping
File Maintenance

1-Sr Clerk-Stenographer (1446)
2-Clerk-Stenographers (1444)
1-Principal Clerk-Stenographer (1450)

ADMINISTRATIVE DIVISION

Timerolls and personnel records
Rent collections
Monthly accounting reports
Rent payments for City
Budget preparation and control

1-Rental Property Supervisor (4110)
1-Accountant (1650)

REHABILITATION ASSISTANCE PROGRAM DIVISION

Implementation and administration of loan and escrow functions of the Rehabilitation Assistance Program (RAP)

*** 6-Real Property Loan Officers (4160)
1-Clerk Stenographer (1444)
1-Account Clerk (1630)

* Port Employee
** Water Department Employee
*** Only 2 positions filled at present time

SECTION II
REAL ESTATE DEPARTMENT

CHARTER RESPONSIBILITY (Charter Section 7.400)

"The Director of Property shall be the head of the department of property. He shall have charge of the purchase of real property and improvements required for all City and County purposes, and the sale and lease of real property and improvements thereon owned by the City and County, except as oherwise provided by this Charter. In the acquisition of property required for street opening, widening or other public improvements, the Director of Property shall make preliminary appraisals of the value of the property sought to be condemned or otherwise acquired and report thereon to the responsible officer. It shall be his duty, in addition, to assist in such proceedings on the request of the responsible officer.

Each department authorized by the approval of bond issues or by annual or supplemental appropriation ordinances to purchase or lease property or improvements needed for the purposes of such department shall make such purchases or leases through the Director of Property.

The Director of Property shall maintain complete records and maps of all real property owned by the City, which shall show the purchase price, if known, and the department in charge of each parcel, with reference to deeds or grants establishing the City's title.

He shall annually report to the Mayor, the Controller, the Chief Administrative Officer, and the Supervisors the estimated value of each parcel and improvement. He shall make recommendations to the Mayor and Chief Administrative Officer relative to the advantageous use, disposition, or sale of real property not in use."

REAL ESTATE SERVICES PERFORMED

Generally, all departments of the City require services of the Real Estate Department in appraisal and negotiation work; acquisition of property for street widenings and extension, schools and parks, special study projects; disposal of surplus property; jurisdictional transfers; management of City-owned facilities; leasing of additional quarters; advice pertaining to real estate matters; loan and finance service to code enforcement programs; and maintenance of real property records pertaining to City and School and Community College District's property.

SECTION III
REAL ESTATE DEPARTMENT

FISCAL YEAR 1983-84

Property Management functions are performed on a continuing basis. A summary of the major sources of revenue and expense is as follows:

1) SURPLUS PROPERTY RENTAL ..... $ 558,128.43

2) PARKING FACILITY RECEIPTS ..... $ 695,143.10

Received from Marshall Square 7th and Harrison, St. Mary's & the Vallejo Street facilities.

3) CITY AS LESSEE $3,809.489.32

Was paid for the rental or property leased by the City, the School District, and the Community College District. These facilities generally served as branch libraries, neighborhood health centers, Social Services offices, engineering offices and other similar rentals.

Representative work performed for the various departments of the City was as follows:

A. DEPARTMENT OF PUBLIC WORKS

Ongoing review of street encroachment permits, easements granted by the Department of Public Works to insure that present and future City property interests are protected; also appraise and arrange sale at public auction of surplus parcels. During the fiscal year a portion of Redwood Alley was vacated and sold to the State for $865,357.

The Department renewed several existing leases for the Department of Public Works including the Clean Water Program's lease at 770 Golden Gate Avenue.

The Real Estate Department has been the lead agency in the process of site selection for the various facilities required to implement the City's major waste water construction program.

The Real Estate Department has supplied the real property cost data relative to all the sites considered for major facility locations and system routings for the alternatives under study as well as supplying the preliminary raw data for consideration in the Environmental Impact Reports prepared by outside consultants.

1) North Point Transport System

Continuing to assist in clearing up title conflict and interests. Working on Division Street Outfall to obtain the necessary property interests for construction.

2) Southeast Water Pollution Control Plant Expansion

Continuing property management, clearing title interests and tenant relocations. Obtaining the necessary street closures and working on the rental agreements for the community facility.

3) Southwest Outfall

Obtained the necessary Federal and State permits. Continuing to assist both agencies in the monitoring of construction and the continued liaison with the State.

4) Bayside Facilities

Continuing to negotiate with State in the preservation of outfalls and sewer facilities in conjunction with Candlestick Point Shoreline Park. Working on obtaining the necessary rights for the construction of the Yosemite facilities.

B. ART COMMISSION

Investigated the proposed jurisdictional exchange of the Art Commission parcel at the Southeast corner of Turk and Fillmore as a new location for Northern Police Station.

C. BOARD OF SUPERVISORS

Extension of leases at 170 Fell Street for Delinquency Prevention Commission and at 1182 Market Street for Citizen's Telecommunication Committee.

The Real Estate Department has been working with representatives of Public Works, City Attorney's office, MOHED, and City Planning to revise the administrative procedures in connection with the subdivision code. A report to the Board of Supervisors is being written covering the Task Force's recommendations.

D. CHIEF ADMINISTRATIVE OFFICER

Advise on all real estate matter. Submit weekly departmental report. Sit as alternate for CAO on Planning Commission. In coordination with the Chief Administrative Officer's staff and the City Attorney's office, this department has been involved in complex negotiations with the Redevelopment Agency and representatives of Olympia and York for the leasing of the roof surface of the Moscone Convention Center for development of Central Block 3 in conjunction with Central Blocks 1 and 2 for the Yerba Buena Project.

Also arranged for extension of the Bureau of Agriculture's lease of the Port property at 501 Army Street.

E. CITY ATTORNEY

Advise in real estate and title matters; review McInerney Actions naming City for possible City interest. Arrange extension of lease 214 Van Ness.

F. COMMUNITY COLLEGE

Renewed lease at Fort Mason. Amended lease for Jedediah Smith School.

Applied for tax exemption for Auto Shop, 765 Harrison Street. Renewed lease for Chinatown Resource Center.

Responded to numerous inquiries regarding real estate matters including research on various sites.

G. CONTROLLER

Renewed four leases, worked on amendment to 160 Van Ness Avenue researching possibility of consolidating various divisions of Controller's office into one location.

H. DISTRICT ATTORNEY

Extension of lease at 291-10th Street for D.A. Family Support Bureau and locate suitable site and arrange for lease and build-out of premises at 732 Brannan Street for D.A.'s Consumer Fraud and Special Prosecution units.

I. FIRE DEPARTMENT

Responded to numerous inquiries regarding active and inactive Fire Department properties.

Arranged for the acceptance of vacant property and $132,000 in cash given to the Fire Department to support the operation of the S.F. Fire Department's Museum. The sale of this property is presently being arranged.

Preliminary work towards this possible development of the air rights over the Fire House at Washington and Sansome Streets.

J. HETCH HETCHY

Furnished advice to Hetch Hetchy regarding permits and leases of various properties. Appraised property and entered into negotiations for lease of same.

Arranged for lease of land at Mocassin for construction of new Post Office. We have called for bids for a timber harvest of certain land in Tuolumne County. This harvest netted City over $254,000.

Extended two sub-station leases, Stations "E" and "J" for D/C Conversion facilities.

K. JUVENILE COURT

Continuing to perform management functions in the lease of City's Hidden Valley Ranch. Processed documents for payment of real property taxes on Log Cabin Ranch.

L. LIBRARY

Management of Fuhrman Bequest lands. Arranged renewal and extension of six branch libraries.

M. MAYOR'S OFFICE

Appraisals, reports and recommendations and services as required, such as supervision of management of Midtown Park Apartments. Renew leases for various offices as Housing and Community Development, Economic Development and Training and Rent Stabilization.

On September 2, 1983, the Mayor approved legislation which transferred the certification of Capital Improvements, Rehabilitation, and Energy Conservation Measures from the Real Estate Department to the Residential Rent Stabilization and Arbitration Board.

The Real Estate Department also provided land acquisition costs for all sites considered in connection with the "New" Stadium feasibility study; a total of 14 sites each with several configurations were evaluated.

Arranged extension of existing leases for the Human Rights Commission, Special Projects, and Community Development and enewed the Emergency Services lease at 480 McAllister Street.

N. MUNI RAILWAY

Completed acquisition of the 6.17 acre U.S. Street property at 1940 Harrison Street for $6,100,000. Title to this property required for a new Municipal Railway storage and maintenance facility transferred to the City on January 10, 1984. U.S. Steel will remain in occupancy, at a monthly rental of $20,000 until possession is required by Muni. Approximately 70,000 square feet of the warehouse will be occupied by the Purchaser, also until required for the Muni Railway's reconstruction.

Arranged the sub-leasing of a two-acre parcel at Third and Army Streets for use as a Bus Storage and Maintenance Facility.

Executed lease for Muni Railway's Joint Labor Management Board with San Francisco Unified School District for office space at 170 Fell Street. Renewed two leases for Cable Car Rehabilitation. Continued this department's services in connection with all of Muni's Convenience Stations Rental Agreements.

O. PARKING AUTHORITY

Management functions were performed in connection with operations of the major off-street parking facilities. Completed leasing commercial space and garage operation of the Performing Arts Garage. Completed leasing of Moscone Center Garage and working on leasing of commercial space.

Review of proposed off-street parking facilities. Continued work in connection with proposed lease of air rights above Mission/Bartlett and 16th Street/Hoff.

P. POLICE

Initiation, extension and renewal of leases for Senior Escort Outreach Program, Police Academy, and two off-street parking sites.

Q. PORT COMMISSION

One Principal Right-of-Way Agent is no longer on assignment at the Port of San Francisco; the Port has implemented its new project's management staff consisting of a Commercial Property Manager and three assistant managers. The Real Estate Department continues to provide appraisal, market survey and consultation services, as needed; recently providing a detailed appraisal of the State property located at 3rd and King Streets for possible expansion at an appraised valuation of 10.2 million dollars.

R. PUBLIC ADMINISTRATOR/GUARDIAN

Extension of existing lease at 1212 Market Street.

S. PUBLIC HEALTH DEPARTMENT

Four (4) new leases obtained. Twenty-four (24) existing leases were extended, amended, and renegotiated for clinics and health centers and offices at 1212 Market Street.

Pending are leases at: 2001 Van Ness Avenue, 551 Polk Street, 615 Grant Avenue, and 170 Fell Street.

The Real Estate Department was instrumental in the sale of the 8.7 acres former Wisconsin Housing site located on Potrero Hill to Barratt Northern California for the construction of 120 low/moderate income, single-family houses. The development and sale of all 120 units has been completed.

T. PUBLIC DEFENDER

Extension of four existing leases at 28-34 Boardman Place.

U. PUC PERSONNEL

Locate suitable site, arrange for lease PUC Personnel Department from Geary-Presidio Carbarn to 967 Market Street, entire 2nd Floor.

V. RECREATION/PARK DEPARTMENT

Assisted Rec/Park and City Attorney's office regarding interpretation and implementation of proposition "K", the Park Shadow initiative.

Completed acquisition for two "Open Space" projects with one other in the final stages. Ongoing work on four other open space projects, three of which are in condemnation.

Made appraisals of six additional possible "Open Space" acquisitions.

W. SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Worked on several sites wherein City quitclaimed property to SFUSD and vice-versa.

Renewed and serviced several leases for City at 170 Fell Street. Continually advising District on values, Master Plan approval, researching history of acquisition of school properties, sale of surplus properties and advising District on all real estate matters.

Worked on proposed sale and development of Poly High School.

X. SOCIAL SERVICES

Renewed four leases (two parking lots) plus Andrew Jackson School and 1360 Mission Street, Food Stamp Center.

Worked on possible relocation of 1680 Mission Street and 1360 Mission Street into 1440 Harrison Street for consolidation.

Y. TAX COLLECTOR

Cancellation of taxes on properties acquired by City during current fiscal year.

Z. WATER DEPARTMENT

Appraised several Water Department properties in different Bay Area counties. Prepared legislation, sales contracts and deeds in connection with

the sale of various Water Department parcels. Conducted extensive negotiations, appraisal, and appraisal reviews in cases involving the condemnation of Water Department property by other governmental agencies.

SECTION III (Cont'd)

THE WATER DEPARTMENT'S LAND DIVISION

The Real Estate Department has one Principal Right of Way Agent and one Right of Way Agent assigned full time to the Water Department at 1000 El Camino Real, Millbrae. Their section is designated as the Agriculture and Land Division and involves overall administrative and operational responsibility including supervision over five employees of the Division. They report directly to the Director, Legal Division of Public Utilities Commission, on day-to-day matters relative to property management, and to the Director of Property on Real Estate matters when necessary.

The Land Division is responsible for leasing those areas of the watershed which can be used for revenue producing or beneficial public use, such as golf course and other recreational purposes without endangering the quality of the City's water supply. The greater portion of the watershed lands in Alameda and Santa Clara County are leased for livestock grazing and for various other irrigated agricultural uses. The lease term for agricultural use is usually limited to ten years with provision for rental adjustment every three years.

Leases are also negotiated and granted for purposes of parking, landscaping, recreational, and other uses on Water Department's pipeline right of way lands located in Alameda, Santa Clara and San Mateo Counties. Many of these leases are on a long term basis. Their rentals are frequently adjusted to reflect the percentage change in the consumer price index, and furthermore, contains lease provision which requires reappraisal of the land for the fair market rental. Long term leases are subject to approval by Public Utilities Commission and confirmation by the Board of Supervisors.

Land Use Permits and Garden Permits are prepared and granted for use of small areas of right of way lands. Permit fees are generally reviewed and adjusted every three years.

The Land Division administers and maintains files and records on liability and property damage insurance, and surety bond coverage required from all lessees and permittees.

The Division coordinates its work with all other divisions of the Water Department and works closely with City Attorney's Office on legal matters pertaining to Water Department lands.

Attached is a resume of the Land and Agricultural Division's 1983-1984 Annual Report, which gives some idea of the scope and extent of that Division's activities.

AGRICULTURE AND LAND DIVISION

Permits and Leases in Effect for Fiscal Year Ending June 30, 1983		June 30, 1984
191	Revenue Permits	195
1430	Non-Revenue Permits	1446
217	Domestic Garden Permits	243
1838	TOTAL PERMITS	1884
55	Agricultural Leases	38
42	Non-Agricultural Leases	49
97	TOTAL LEASES	87

Recapitulation of Income Receivable for Fiscal Year Ending June 30, 1983		June 30, 1984
Income from Agricultural Leases	$ 703,863.35	$ 687,746.76
Income from Non-Agricultural Leases	$ 779,934.71	$1,468,483.71
Income from Land Use Permits	$ 202,398.92	$ 247,182.68
Income Domestic Garden Permits	$ 1,085.00	$ 1,215.00
TOTAL INCOME	$1,687,281.98	$2,404,628.15

The total net revenue increase over prior fiscal year was $717,346.17 or increase of 42.5%.

SECTION IV
COMPARISON OF 1983-84 BUDGET
WITH
EXPENDITURES BY APPROPRIATION

APPROPRIATION	BUDGET	ACTUAL EXPENDITURES
421107-1200	$ 3,940	$ 3,940
421107-1300	354	237
421107-1425	17,799	17,799
421107-3030	97,417	50,687
421107-3100	316	165
421107-3130	201	179
421107-3300	4,170	1,658
421107-3500	639	639

SECTION V
REVENUE RECEIVED BY REAL ESTATE DEPARTMENT
FROM
LANDS AND IMPROVEMENTS LEASED BY CITY AND COUNTY OF SAN FRANCISCO
AND/OR
THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT, AS LESSOR

FISCAL YEAR 1983-84

DEPARTMENT OR LOCATION	REVENUE
Fuhrman Bequest - Properties	
Fresno County - Oil Well Service Co	$ 1,320.00
Kern County Oil & Grazing Leases:	
Zalba & Azparren	50.00
Shell Oil Co., Royalties	245,295.57
Herb Queen	880.00
Central California Oil Co.	-0-
Hetch Hetchy System - Properties	
Moccasin Creek - Store and Post Office	2,400.00
Municipal Railway - Properties	
Telephone Pay Stations	2,146.92
Department of Public Works - Clean Water	
Southeast Sewage Treatment	34,700.00
Community College District	
Telephone Pay Stations	457.31
Board of Education - Projects & Properties	
1440 Harrison St. - Kennedy Press, Inc.	606.00
Temporary House Rentals - Joseph & Ethel Murphy	-0-
Sign Boards	
Telephone Pay Stations	602.02
Health Department	
S.F. General Hospital (Gladstone, J. David FD - Dental School, Arthritis)	58.00
S.F. General Hospital - Bldg. 5, Rms. 4M50 & 4M52	392.40
S.F. General Hospital - Bldg. 30, Ward 34	26,961.22
S.F. General Hospital - Bldg. 1, First Floor	65,518.80

Social Services

Sub-lease of State property Stevenson & Duboce (Annunciation Greek Orthodox)	800.00

Juvenile Court

Hidden Valley Ranch, San Mateo County	67,200.00

Special Gas Tax Street Improvement

Access rights across Lot 30, Block 7380 (St. Gregory Armenian Apostolic Church)	1,596.72

Recreation and Park - Properties

Foster & Kleiser	640.00
Tower Properties - Noe/Beaver	200.00
Malizia, James - 850 Cambridge St.	1,200.00
Lake Merced - Ground Rentals	
Pacific Rod & Gun Club	3,600.00
Lillyquist, Timothy - Apartment in Coit Tower	420.00
Wing Lee Electric Laundry - 187-12	5,000.00

Various Rentals - General Fund

Ground Rentals:	
Hallidie Plaza (S.F. Convention & Visitors Bureau)	1.00
Block 4347B, Ptn. Lot 1A (Bayside Auto Sales)	600.00
Miraloma Park Improvement Association	1.00
Twin Peaks - Radio Relay Station	750.00
Phelps St. & McKinnon Ave. (Philift Co.)	-0-
Twin Peaks Block House (Viacom Cablevision)	480.00
Twin Peaks Transmitter (Housing Authority)	12.00
Twin Peaks - U.S. Department of Justice	480.00
Twin Peaks - U.S. Bureau of ATF	300.00
Twin Peaks - U.S. Customs Service	1,200.00
18th & Indiana Sts. - vacant land (Ceiling Systems Supply)	2,160.00
Southwest corner of Alameda St. (Canned Foods)	1,200.00
City Hall:	
Post Office	1.00
Desk Space	6,300.00
Hall of Justice:	
Hall of Justice Cafeteria	13,370.39
Employee Parking Stalls	9,245.00
Telephone Pay Stations (various locations/ only General Fund)	37,584.63
Service Stations:	
Portola & Woodside	22,098.45
Portola & Teresita (driveway)	300.00

Parking Lots (5)	
Performing Arts	70,498.36
McAllister & Polk Streets	19,992.00
7th & Harrison	146,849.88
Marshall Square Auto Park	84,179.40
St. Mary;s Square Garage	104,611.85
Vallejo Garage	269,011.61
TOTALS -----	$1,253,271.53

SECTION VI
REAL ESTATE DEPARTMENT - LOAN DIVISION
LENDING AND FINANCIAL SERVICES
PROPERTY REHABILITATION PROGRAMS

The Loan Division of the Real Estate Department was the first to provide public lending assistance and financial services for property rehabilitation and conservation within San Francisco. The Chief Administrative Officer assigned the responsibility for administering the lending functions of the Property Conservation Program to the Loan Division over 17 years ago.

The initial rehabilitation program was called the Federally Assisted Code Enforcement Program (FACE) which the City contracted for in November 1966 with the Department of Housing and Urban Development. The FACE Program is responsible for bringing 7 designated San Francisco neighborhoods up to code with low interest financing. These designated neighborhoods include: 1) The Great Highway, 2) Arguello Park, 3) Glen Park, 4) Buena Vista Heights, 5) Bernal Heights, 6) Duboce Triangle, and 7) Alamo Square. The vehicle for financing under the FACE Program, is the direct federal rehabilitation loan, as provided for in Section 312 of the Federal Housing Act of 1964. This loan, called the Section 312 loan, was available to all property owners within the designated areas at the rate of 3% interest. The FACE Program also provides for those low-income property owners who could not qualify for a Section 312 loan or could only under much hardship. These property owners could receive a Grant from the Government called a Section 115 Grant provided they also occupied their homes.

The Loan Division has also originated and funded many Section 312 loans and Section 115 Grants in the 3 designated Rehabilitation Assistance Program (RAP) areas. The Loan Division, as of June 30, 1984, has been responsible for funding 1,127 Section 312 loans for a total amount of $16,952,250.00. There was a total of 380 Section 115 Grants made during that time for a total amount of $878,078.00.

The Rehabilitation Assistance Program (RAP) was authorized by the Board of Supervisors in 1976. This Program is patterned after the FACE Program in many respects. The source of loan funds comes from the sale of City Revenue Bonds and currently the Program is working with its fourth Bond issue. There are three designated RAP areas in San Francisco which include the Inner Richmond, Upper Ashbury and North of Market neighborhoods. The Program has had more community input through elected area Citizen Advisory Committees. RAP rent control requirements have helped to keep rents from escalating and have discouraged speculators from using the Program for unfair personal gains.

The Loan Division, as of June 30, 1984, has funded 655 RAP loans which cover 2,065 dwelling units and 4 commercial properties for a total of $13,298,411.00 in loan funds. Low-income property owners who could not qualify for a regular RAP loan have received non-interest bearing Hardship Loans. There have been 96 Hardship loans funded, as

of June 30, 1984, covering 127 dwelling units for a total of $635,842. The RAP Program has proven to be a very successful method of rehabilitating existing properties and thus far no RAP loans have been foreclosed on.

The Code Enforcement and Rehabilitation Fund Loan Program (CERF) is another program where the lending aspects are administered by the Loan Division. The CERF Loan is interest-free and due upon sale of property. The maximum loan amount is $5,000 and can only be used for correcting any condition of the property that is found to be an imminent and substantial life hazard. The borrower must occupy the property and meet the requirements of a low income household. There have been 30 CERF loans funded for a total of $215,695.00 as of June 30, 1984.

The Community Housing Rehabilitation Program (CHRP) offers low interest with 10 year deferred payments to low-moderate income property owners. This program replaces the Community Deferred Payment Loan Program (CDPL) which was started in 1981 and is funded through the Mayor's Office of Housing and Economic Development. CHRP Loans are available to qualified borrowers in the various designated Neighborhood Strategy Areas. The Loan Packages are assembled by the Loan Division Staff and escrowed through various title companies. There have been 93 CHRP/CDPL loans funded which cover 489 dwelling units for a total of $6,286,953.00, as of June 30, 1984.

The Loan Division was comprised of 3 staff members during the Fiscal Year ending June 30, 1984. The staff included two Loan Officers and one Clerk-Stenographer.

The Loan Division since inception has handled countless inquiries and counseled a large number of San Francisco residents on steps to be followed for obtaining Rehabilitation Loans. Once a loan application is submitted, the underwriting process starts with an analysis of the applicants credit and financial statements, an appraisal is made by an in-house staff appraiser or for some programs an outside appraisal is requested, preliminary title reports or lot book reports are ordered, supportive data is gathered, the proper forms are filled out, loan documents are prepared and signed before an in-house "notary public". The loan is then funded and new responsibilities of loan administration begin until the loan is paid-off. Payment of invoices must be made to contractors, monitoring to see that property taxes are paid and sufficient insurance is in force, rent control regulations must be put in place and monitored, accounting and record keeping must be performed, reports for various entities must be compiled, liason work must be performed for any loans in default or with collection problems, and when loans are paid-off.

The primary goal of the Real Estate Department's Loan Division is to continue being of service to the San Francisco Community by providing the professional and technical skills that are needed for administering the lending and related functions of the various property rehabilitation programs.

SECTION VII

Real Estate Department Work Program
As Required by Charter Sections 7.400-7.404
And Administrative Code Sections 4.1, 6.2, 17.18, 17.19, 32.32, 32.54, & 37.7 & Chapters 23 & 27

I. Appraisal of all types of property for all City departments in San Francisco, San Mateo, Santa Clara, Alameda, Tuolumne, Stanislaus, San Joaquin, Kern, Fresno, and Monterey Counties.

II. Acquisition of real property for all City departments.

III. Sale and exchange of City properties.

IV. Lease and rental of properties as both Lessor and Lessee, as required by all City departments.

V. Appraisal, negotiations and preparation of legislation for street vacations.

VI. Jurisdictional transfers of property between City departments.

VII Management of City-owned properties, including public parking garages, neighborhood off-street parking facilities and three facilities and three major off-street parking plazas.

VIII. Act as advisor to City Attorney in all matters pertaining to real estate. Provide expert witnesses in condemnation cases.

IX. Furnish loan and finance services to the Department of Public Works in connection with Federally Assisted Code Enforcement Program and the Rehabilitation Assistance Program.

X. Maintain records pertaining to City-owned property and property leased by City as Lessor and Lessee, and prepare annual valuation report.

IX. Assignment of space in City Hall and Hall of Justice.

XII. Appraisals and feasibility studies for Mayor's Office, Board of Supervisors and Surplus Property Commission.

XIII. Receive and review applications for certification of rental increases for capital improvement and rehabilitation work, in accordance with Section 37.7 of the Administrative Code, as amended by Ordinance 276-79.

XIV. Award contracts for demolition of City-owned buildings.

SUMMARY OF LEASES

PREPARED BY REAL ESTATE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT	NO. OF LEASES	IMPROVED AREA LEASED SQ. FT.	LAND AREA LEASED SQ.FT.	TOTAL MONTHLY RENTAL	TOTAL ANNUALIZED RENTAL
ART COMMISSION	3	12,514	---	$ 2,411.90	$ 28,942.80
CONTROLLER	5	25,225	---	16,396.00	196,752.00
ELECTRICITY	5	169	---	1.33	15.96
MAYOR	4	4,323	---	4,462.00	53,544.00
POLICE	10	29,258	53,021	17,647.00	211,764.00
HEALTH	29	93,745	---	65,210.95	782,531.40
LIBRARY	6	14,495	---	13,983.50	167,802.00
PUBLIC WORKS*	6	36,372*	41,700	24,382.00	292,584.00
SOCIAL SERVICES	4	55,750	62,590	32,222.00	386,664.00
VARIOUS*	41	177,301*	216,080	145,901.58	1,750,818.96
TOTAL CITY ---------	113	449,152	373,391	$ 322,618.26	$3,871,419.12
COMMUNITY COLLEGE --	8	142,290	---	30,959.93	371,519.16
TOTAL OF ALL LEASES -	121	591,442	373,391	$ 353,578.19	$4,242,938.28
MISCELLANEOUS					
REC/PARK	7	---	84,617	$ 267.24	$ 3,206.88

*Includes non-office type improved area.

KEY:

(1) Full Service

(2) No Service

(3) City Pays Utilities

(4) City Pays Janitorial

(5) City Pays Utilities and Scavenger

(6) City Pays Janitorial and Scavenger

(7) City Pays Electricity and Scavenger

(8) City Pays Scavenger

(9) City Pays Electricity

(10) City Pays PG&E and Janitorial

(11) City Pays PG&E, Scavenger and Janitorial

(12) City Provides Maintenance and Repairs

(13) Executed per Administrative Code Section 23.19

(14) Rent Adjustment Option Periods

KB

SCHEDULE OF LEASES
CITY as LESSEE
ART COMMISSION

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Holiday Inn 750 Kearny	Neighborhood Arts Program	Chinese Cultural Foundation	4,667	$833.33	$ .18	05-31-90	---	City shares use with foundation 15-year lease $150,000 rent paid in advance
953 De Haro	Neighborhood Arts Program	Potrero Hill	4,961	983.33	.20 (1)	10-14-87	---	5-year lease $59,000 paid in advance
362 Capp St	Neighborhood Arts Program	Mission Neighborhood Center, Inc.	2,886	595.24	.21 (1)	01-10-90	---	7-year lease $50,000 paid in advance
		TOTAL ---	12,514	$2,411.90	$ .19			

SCHEDULE OF LEASES
CITY as LESSEE
CONTROLLER

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
170 Fell St Room 6	Data Processing (Ray Choy)	SFUSD	2,000	$ 866.00	$ .43 (1)	06-30-85	3-1 Yr	---
625 Polk St Rms 403 & 405	E.D.P.	625 Polk, Inc.	2,171	1,505.00	.69 (1)	06-30-85	1-1 Yr	Cancellation Clause
1212 Market Ground Floor	E.D.P.	McConnell	3,954	4,141.00	1.05 (1)	06-30-85	None	30-day option notice
625 Polk Room 402	E.D.P.	625 Polk, Inc.	2,100	2,044.00	.97 (1)	06-30-85	2-1 Yr	---
160 South Van Ness	Payroll & Internal Audit	Harlee, Inc.	15,000	7,840.00	.52	06-30-85	8-1 Yr	(2-14)
		TOTAL ---	$25,225	$16,396.00	$ .65			

(13)

SCHEDULE OF LEASES
CITY as LESSEE
DEPARTMENT OF ELECTRICITY

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Bank of America Bldg.	Relay Radio Station	Bank of America	90	$1.00/Yr	---	12-31-84	Annual	(12)can terminate w/6 mos notice before option period
Presbyterian Hospital	Communication Equipment	Pacific Medical Center, Inc.	36	1.00/Yr	---	Mo-to-Mo	---	(12)
100 Van Ness Ave	Radio Antenna	California State Auto Assn.	4	1.00/Yr	---	Mo-to-Mo	---	(12)
100 Font Blvd.	Radio Antenna	Park Merced	30	1.00/Yr	---	Mo-to-Mo	---	(12)
Cow Palace	Radio Antenna	State	9	12.00/Yr	---	Mo-to-Mo Terminates 6/30/87	---	---
		TOTAL ---	169	$1.33/Mo				

SCHEDULE OF LEASES
CITY as LESSEE
MAYOR'S OFFICE

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1111 Market St Ptn 2nd Floor	Emergency Services	Burt & Dulay, Inc.	2,243	$2,000.00	$ .89 (1)	09-30-84	---	---
1016 Mission St	Emergency Services	Allied Auto Park, Inc.	---	200.00	---	Mo-to-Mo	---	4 Parking Spaces (13)
480 McAllister	OCD Fiscal Staff	Skyline Realty	1,450	2,000.00	1.38 (5)	06-30-85	---	---
170 Fell St Rm 4	Special Projects	SFUSD	630	262.00	.42 (1)	Mo-to-Mo	---	(13)
		TOTAL ---	4,323	$4,462.00	$1.03			

SCHEDULE OF LEASES
CITY as LESSEE
POLICE DEPARTMENT

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
6th & Ahern	Parking Emergency Vehicles	State	23,771	$1,491.00	$ .06 (2)	06-30-85	5-1 Yr	---
445-6th St	Parking Emergency Vehicles	State	29,250	2,600.00	.09 (2)	06-30-85	1-10 Mo	---
330 Ellis Rms.502,503, 504 & 506	Escort Service	Glide Memorial	1,564	1,564.00	1.00 (1)	06-30-85	None	---
1535 Newcomb Av Burnett Sch. Rm 203	Escort Service	Redevelop-ment Agency	858	360.00	.42 (1)	Mo-to-Mo	---	(13)
640 Pine St	Escort Service	Self-Help for Elderly	230	210.00	.91 (1)	Mo-to-Mo	---	(13)
1240 Fill-more, R-210	Escort Service	Royal ADA Arms	467	250.00	.53 (4)	Mo-to-Mo	---	(13)
953 Mission St	Escort Service	B&F Manage-ment Co	558	466.00	.83 (9)	Mo-to-Mo	---	(13)

SCHEDULE OF LEASES
CITY as LESSEE
POLICE DEPARTMENT

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
2922 Mission St	Escort Service	Mission Hiring Hall	600	$ 350.00	$ .58 (1)	Mo-to-Mo	---	(13)
1060 Tennessee St. I.M. Scott School	Escort Service	Sub-Lessor Potrero Hill Community Development Corp	400	200.00	.50 (1)	Mo-to-Mo	---	(13)
Fremont School 2055 Silver Ave	Academy	SFUSD	24,420	10,940.00	.45	06-30-85	5-1 Yr	(5-14)
		TOTALS ---	82,279	$17,647.00	$ .21			

SCHEDULE OF LEASES
CITY as LESSEE
DEPARTMENT OF PUBLIC HEALTH

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
2107 Van Ness Ave Entire 2nd Flr and Suite 102	Center for Special Problems	Kovshar	7,531	$7,531.00	$1.00 (1)	Mo-to-Mo	None	---
2940 16th St Ptn Ste 216	Day Treatment Center	M.K. Blake Estate Co.	4,380	2,589.30	.59 (1)	06-30-85	2-1 Yr	---
2940 16th St Ptn 3rd Flr	Mental Health Admin Offices	M.K. Blake Estate Co.	2,422	1,607.55	.66 (1)	06-30-85	2-1 Yr	---
2940 16th St Rms 10 & 11	Mental Health Admin Offices	M.K. Blake Estate Co.	352	244.65	.70 (1)	06-30-85	2-1 Yr	(13)
300 Benning-ton Entire 1st Floor	Health Center	Fogarty	1,189	332.00	.28 (2)	Mo-to-Mo	---	Funds Encumber-ed thru 6/30/85
3901 & 3905 Mission 200, 226 College Ave	Geriatric Clinic	Diodati	2,570	2,729.83	1.06 (5)	06-30-85	6-1 Yr	Includes $391.43 for amortization of improvements

SCHEDULE OF LEASES
CITY as LESSEE
DEPARTMENT OF PUBLIC HEALTH

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
31-35 Adair St	Parking 2 Cars	M.K. Blake Estate Co.	400	$ 50.00	$ .13 (2)	Mo-to-Mo	---	(12)
1548 Stockton St Entire Bldg	N.E. Mental Health Outpatient	Choi	6,715	5,500.00	.82 (1)	Mo-to-Mo	---	Funds encumbered through 6/30/85
1182 Market St Rms 312-314	N.E. Admin Offices	Milton Meyer	1,044	775.00	.74 (1)	Mo-to-Mo	---	Funds encumbered through 6/30/85
1182 Market St Rm 205	N.E. Admin Offices	Milton Meyer	600	445.00	.74 (1)	Mo-to-Mo	---	Funds encumbered through 6/30/85
1182 Market St Rms 211-213	Sr. Citizens Info & Referral Prog	Milton Meyer	960	695.00	.72	Mo-to-Mo	---	Funds encumbered through 6/30/85
1182 Market St Rms 207 & 208	N.E. Admin Offices	Milton Meyer	637	470.00	.74	Mo-to-Mo	---	Funds encumbered through 6/30/85
3261-23rd St 1st Flr/Ch	District Baby Clinic	Mission United Presbyterian	4,300	50.00	---	Mo-to-Mo	---	Used ½ Day Per Week

SCHEDULE OF LEASES
CITY as LESSEE
DEPARTMENT OF PUBLIC HEALTH

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
55 Jones St 3 Bsmt Rms	Health Center Chest Clinic	St Anthony Clinic	---	$ 75.00	---	Mo-to-Mo	---	Used 2 Days per Week (12)
444 Sixth St Half Building	Bureau of Alcoholism	Bramval Co	2,578	1,522.58	.59 (3)	06-30-85	1-1 Yr	Shared/Sheriff
2335-2339 Ocean Ave Entire Bldg	Ingleside Mental Health	Pelton	3,954	2,005.74	.51 (5)	06-30-85	3-1 Yr	$73,820 Altera-tions. City's Share $68,820.00
10-29th St. 2nd Floor	Bayview Mental Health	Maisels	1,750	913.82	.52 (5)	06-30-85	3-1 Yr	$43,000 Altera-tions
755-61 So. Van Ness Ground Flr	Mission Mental Health	AIM Development Corp	7,101	3,921.00	.55 (5)	06-30-85	1-1 Yr	---
240 Shotwell ptn of grnd & 2nd Flrs	Mission Neighborhood Health Ctr	Mission Area Health Associates	(2,034 Exclu) (521 Non Exclu)	2,295.00	1.00 .50	06-30-85	---	---

SCHEDULE OF LEASES
CITY as LESSEE
DEPARTMENT OF PUBLIC HEALTH

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
555 Polk St. Entire 2nd Floor and Mezzanine	Mental Health Admin Offices	West	9,580	$11,870.00	$1.24 (5)	06-30-85	1-1 Yr	---
298 Monterey Blvd. Entire Bldg	Mission Mental Health	Powell	4,025	1,767.15	.44 (1)	06-30-85	3-1 Yr	$65,000 Alterations
4190 Mission St. Ground Flr	SE Outpatient Mental Health	Matulich Investment Corp	3,600	1,823.22	.51 (5)	06-30-85	2-1 Yr	$74,800 Alterations
145 Leavenworth Parking	NE Mental Health	YMCA	200	62.00	---	Mo-to-Mo	---	(12)
615 Grant Ave 3rd Flr	Chinatown After Care Center	Leung	3,700	2,291.27	.62 (5)	06-30-85	1-1 Yr	---

SCHEDULE OF LEASES
CITY as LESSEE
DEPARTMENT OF PUBLIC HEALTH

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1007 Kearny Ground Flr Mezzanine	Chinatown Mental Health	Columbus Land Co	7,707	$5,794.64	$ .75 (8)	06-30-85	None	---
426 Jessie Ground Flr	NE Outpatient Mental Health	SF Newspaper Federal Credit Union	2,760	1,505.28	.55	06-30-85	None	---
3151-55 23rd St 2nd Floor plus ptn ground flr	Mission Children Outpatient Unit	Baines, Mesa-Baines Inc & Richard Valentino	4,400	2,883.75	.66	06-30-85	None	---
170 Fell St	Admin Offices Substance Abuse	SFUSD	7,056	3,336.17	.47	06-30-85	3-1 Yr	(12)
735-763 Vallejo 1 Prkg Space	Parking	North Beach Garage	200	125.00	.63	Mo-to-Mo	---	(12)
3911 Mission	Mental Health Ctr	Giovacchino & Armando Diodati	620	579.00	.93	06-30-85	6-1 Yr	---
1182 Market St Ste 204	Eldercare Program	Milton Meyer & Co.	2,029	1,500.00	.74	06-30-85	4-1 Yr	---
		TOTALS ---	96,394	$67,289.95	$ .70			

SCHEDULE OF LEASES
CITY as LESSEE
PUBLIC LIBRARY

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
45 Leland Ave	Visitacion Valley Branch	Chau	2,300	$ 675.00	$ .29 (2)	Mo-to-Mo	---	---
2434 San Bruno Ave	Portola Branch	Gill, et al	1,650	600.00	.36 (2)	06-30-85	1-1 Yr	---
653 Chenery St	Glen Park Branch	Tietz	1,500	572.00	.38 (2)	06-30-85	1-1 Yr	---
387 Ashton Ave	Ingleside Branch	Soldavini	1,975	375.00	.20 (2)	06-30-85	2-1 Yr	---
111 Broad Ground Flr	Ocean View Branch	Stratigos	1,370	390.00	.28 (2)	Mo-to-Mo	---	(13)
550 Kearny Ground Flr	Business Branch	Sacramento-Kearny Co	5,700	11,371.50	2.00 (1)	06-30-85	3-1 Yr	---
		TOTALS ---	14,495	$13,983.50	$ .96			

SCHEDULE OF LEASES
CITY as LESSEE
PUBLIC WORKS

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
770 Golden Gate, 3rd Floor	Clean Water	SF Employees Credit Union	12,181	$15,226.00	$1.25 (1)	06-30-85	5-1 Yr	Includes 9 Parking Spaces
1975 & 1999 Bryant St Entire Bldg	Traffic Sign Warehouse & Shop	Keeney	21,162	6,500.00	.31	06-30-85	4-1 Yr	(2-14)
259 Hyde St Ground Flr	RAP	Eddy/Hyde Partners	2,445	2,112.00	.86 (1)	12-31-84	2-1 Yr	---
Burnett Sch 1551 Newcomb Ptn of Cafeteria	Housing Improvement Program	SFUSD	584	244.00	.42 (1)		Mo-to-Mo	(13)
Army & De Haro	Parking	PG&E	38,775	300.00	.008	Mo-to-Mo	---	(2-13)
Broadway Embarcadero	Street	Port	2,925	None	---	05-31-85	64-1 Yr	---
		TOTALS ---	78,072	$24,382.00	$ .31			

SCHEDULE OF LEASES
CITY as LESSEE
SOCIAL SERVICES

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
1360 Mission St Entire Bldg	Food Stamps	Vilo Properties	37,406	$20,538.00	$ .55	06-30-85	None	(1-14)
Block 3513 Lot 74, bet Valencia & Stevenson	Off-Street Parking	State	28,170	750.00	.02 (2)	06-30-85	15-1 Yr	Rent Adjustment 7-01-85 90 & 95
Block 3531 Ptn Lot 5 13th & So Van Ness	Off-Street Parking	State	34,420	1,341.00	.04 (2)	06-30-85	18-1 Yr	---
Andrew Jackson Sch 2049 Grove	Shelter School	SFUSD	18,344	9,593.00	.52	06-30-85	5-1 Yr	(1-14)
		TOTALS ---	118,340	$32,222.00	$ .27			

SCHEDULE OF LEASES
CITY as LESSEE
VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Rent Stabi-lization 170 Fell St Rms 16,17,28	Offices	SFUSD	2,637	$1,162.00	$ .44	06-30-85	2-1 Yr	(1-14)
Sheriff 2225 Mission	Community Outreach	E.O.C.	776	None	---	Mo-to-Mo	---	---
H. Hetchy Patrick Henry Sch 693 Vermont	Engineering Bureau	SFUSD	22,345	8,092.00	.36	06-30-85	6-1 Yr	(3-12-14)
Finance & Records Felton, CA	Storage of Microfilm	Western States	110 Cu.Ft. (Varies)	59.00	---	Mo-to-Mo	---	(13)
Finance & Records Tahoe City	Storage of Microfilm	Heart of California Corp	100 Cu.Ft. (Varies)	83.00	---	Mo-to-Mo	---	(13)
Public Admin 1212 Market 3rd Flr & ptn Lower Arcade	Office and Record Storage	McConnell	5,852	5,127.00	.88 (1)	06-30-85	2-1 Yr	30-day option notice

SCHEDULE OF LEASES
CITY as LESSEE
VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
PUC/Muni 3000-3rd St Entire Blk	Bus Mainte-nance Facility	AVIS Rent-A-Car	76,087	$9,366.34	$ .12	06-30-85	5-1 Yr	(2-14)
Human Rights 1095 Market 5th Flr	Offices	Market St Associates	5,232	4,204.00	.80 (1)	06-30-85	1-1 Yr	60-day option notice
Civil Ser-vice 636-646 Van Ness Entire Bldg	Offices	Humber, et al	8,421	9,791.00	1.16 (1)	06-30-85	7-1 Yr	90-day option notice
Retirement 1150 Bush	Workers Compensation	St. Francis Hospital	4,456	.08	(1)	06-30-85	5-1 Yr	Rental Pd $1.00 Annually in Advance 90 day option notice
Retirement 1150 Bush	Workers Compensation	St. Francis Hospital	1,620	2,000.00	1.23 (1)	06-30-85	5-1 Yr	90-day option notice
Retirement 170 Fell	Storage	SFUSD	1,220	439.00	.36	Mo-to-Mo	---	(13)
Muni B of A Bldg	Base Radio Station	Bank of America	21	.08	---	06-30-85	---	Can Term w/6 mos notice an-nually pd $1.00
PUC/Personnel 967 Market 2F	Offices	Koret Trust	7,316	8,975.00	1.23 (5)	01-31-88	---	---

SCHEDULE OF LEASES
CITY as LESSEE
VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
CAO Park Merced Shopping Ctr	Recycling Center	Park Merced	100	$ .08	---	01-28-85	4-1 Yr	(12) Annually Paid $1.00
CAO-Seawall Lot 344	Recycling Center	Port	10,000	800.00	.08 (2)	Mo-to-Mo	---	---
CAO 962 Page St	Parking	Lunardi	200	25.00	---	Mo-to-Mo	---	---
DA 291-10th St 1st, 2nd & 3rd Flrs	Family Support Bureau	R.K.Rodde & Co	17,649	33,533.00	1.90 (1)	06-30-85	4-1 Yr	90-day option notice
Board of Supervisors 170 Fell R21	Delinquency Prevention Commission	SFUSD	875	383.00	.44 (1)	Mo-to-Mo	---	(13)
Board of Supervisors 1182 Market	Citizens Telecomm Comm	Milton Meyer	629	465.00	.74 (1)	Mo-to-Mo	---	(13)
Agriculture Wts & Msrs 501 Army St Ptn 1st Flr	Offices	Port Commission	2,275	1,254.00	.55 (1)	06-30-85	4-1 Yr	---
Retirement 1155 Market 2nd Flr	Offices	Amerisport International	11,980	19,468.00	1.62 (9)	06-30-89	---	6-mos option notice

SCHEDULE OF LEASES
CITY as LESSEE
VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Agriculture Weights & Measures Pier 80	Parking	California Stevedore	300	None	---	Mo-to-Mo	---	---
Adult Probation	Offices	Bayview Hunters Pt	275	175.00	.64 (1)	Mo-to-Mo	---	(12) Rent Includes Telephone Services
Parking Authority	PAC Garage	State	1,424	22.43	.016(2)	03-31-2080	---	$24,225 Prepaid Rent
Sheriff 505-7th St	Training Unit	Rabin	790	350.00	.44 (2)	Mo-to-Mo	---	(13)
City Attorney 214 Van Ness	Offices	Humber, et al	12,021	16,145.00	1.34 (1)	06-30-85	7-1 Yr	90-day option notice
Civil Service 100 McAllister	Offices	Hastings College	5,378	7,260.00	1.35 (1)	06-30-85	4-1 Yr	120-day option notice
Public Defender 30 Boardman	Student Extern	Sovig	780	325.00	.42 (9)	Mo-to-Mo	---	(13)
170 Fell St. Room 31	MUNI J.L.M.B	STUST.	2[illegible]5	1,3[illegible],30	.5[illegible](1)	Mo-to-Mo	—	(14)

SCHEDULE OF LEASES
CITY as LESSEE
VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Public Defender 32 Boardman	Legal Staff	Sovig	780	$325.00	$ .42 (9)	Mo-to-Mo	Admin Code	(13)
Public Defender 34 Boardman	Investigator Staff	Sovig	780	325.00	.42 (9)	Mo-to-Mo	---	(13)
Public Defender 28 Boardman	Mental Health Unit	Sovig	780	325.00	.42 (9)	Mo-to-Mo	---	(13)
Sheriff 444-6th St ½ of Bldg	Prisoner Services	Bramval Co.	2,578	1,522.57	.59 (3)	06-30-85	2-1 Yr	Shared with Health Dept
Hetch Hetchy 19th & Lexington Ptn Grnd Flr	DC Conversion Facility	PG&E	2,170	778.00	.36 (2)	06-30-85	47-1 Yr	60-day option notice
Hetch Hetchy 222 Leid-esdorff Ptn Grnd Flr	DC Conversion Facility	PG&E	1,750	667.00	.38 (2)	06-30-85	47-1 Yr	60-day option notice

SCHEDULE OF LEASES
CITY as LESSEE
VARIOUS CITY DEPARTMENTS

DEPARTMENT/ LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
Health Service 1212 Market Entire 2nd Flr, Ptns of Mezz & Arcade	Offices	McConnell	5,771	$5,242.00	$ .91 (1)	06-30-85	2-1 Yr	30-day option notice
Muni Pier 70	Cable Car Storage	Port	40,000	4,800.00	.12 (2)	Mo-to-Mo	---	Funds Encumbered thru 6-30-85
Muni Pier 70	Bus & Streetcar Storage	Port	78,750	2,363.00	.03 (2)	Mo-to-Mo	---	Funds Encumbered thru 6-30-85
Parking Authority 5250 Geary Blvd, 3rd Flr & Roof	Parking	Merrill Reese	43,875	---	---	06-30-02	---	Revenue Shared 50/50 after Operating Cost 117 Stalls
Water Dept Monument Ridge	Antenna Site	Motorola, Inc.	---	50.00	---	Mo-to-Mo	---	(12)
Parking Authority Laguna Honda School 1350 7th Ave	Parking	SFWD	15,444	---	---	11-30-97	---	Rent Is Net After Expenses Not to Exceed Market Rent
		TOTALS ---	393,381	$145,901.58	$ .37			

SCHEDULE OF LEASES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT AS LESSEE
(Leases Where Rental is $500/Mo or More)

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
765 Harrison St. 425-4th Street Entire Bldg	Auto Shop	Barrett & Ritchie	50,000	$10,701.60	$ .14 (2)	06-30-85	4-1 Yr	---
1-15 Waverly Place	Chinatown Classes	First Chinese Baptist Ch	4,515	977.50	.22 (1)	05-31-85	2-1 Yr	10 Months beginning August 1.
2929-19th Street 8 classrooms	Vocational School	Mission Language Vocational School	4,400	756.00	.17 (1)	06-30-85	1-1 Yr	---
615 Grant Av 8 Classrms	Chinatown Classes	Chinatown Resources Dev. Center	4,515	500.00	.14 (1)	06-30-85	---	10 Months beginning Sept. 1
Jedediah Smith School 110 Southridge Rd.	Skill Center	SFUSD	16,060	5,942.00	.37 (5)	06-30-85	4-1 Yr	---

SCHEDULE OF LEASES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT AS LESSEE
(Leases Where Rental is $500/Mo or More)

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
4319 Geary Blvd 3 Classrms	Alemany Center	Park Presidio United Methodist Church	2,100	$ 500.00	$ .24 (1)	06-30-85	---	---
John Hancock School	Chinatown Education Center	SFUSD	38,700	7,083.33	.18 (2)	07-14-01	---	Started 7/15/81 $1,700,000 Single Payment
Fort Mason Building B	Arts and Crafts	Fort Mason Foundation	22,000	4,500.00	.20 (5)	06-30-85	2-1 Yr	(13)
		TOTAL ---	142,290	$30,959.93	$ .22			

SCHEDULE OF LEASES
CITY as LESSEE
RECREATION AND PARK DEPARTMENT

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT.	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
W. Shotwell 330' N 16th St Blk 3552 Lot 35	Mini Park	Meehan Estate	4,200	$ 65.00	---	Mo-to-Mo	---	---
E. Selby betw Quesada & Palou-Blk 5331 Lot 56	Mini Park	State	3,600	2.08	---	Mo-to-Mo	---	---
Presidio	Parking Palace of Fine Arts	U.S. Army	---	None	---	09-05-87	---	Used Jointly with Army - requires permission each time used, can be terminated by either party.
Valencia betw 13th & 14th Sts Block 3533	Playground	Levi Strauss	8,000	None	---	Mo-to-Mo	---	---
SE Tocaloma & Lathrop Avenues Block 4991 Ptn Lot 60	Playground	Sunset Scavengers & Macor	35,250	.08	---	03-31-2000	---	25-Yr Lease Beginning 4/01/75, Annually Paid $1.00

SCHEDULE OF LEASES
CITY as LESSEE
RECREATION AND PARK DEPARTMENT

LOCATION	PURPOSE	LESSOR	AREA LEASED SQ. FT	BASIC MO RENTAL	BASE RENT SQ.FT./MO	DATE LEASE EXPIRES	OPTIONS/ NOTICE	COMMENTS
SW Palou & Phelps Blk 5329 Lot 1	Mini Park	Southern Pacific	31,000	$ .08	---	Mo-to-Mo	Unlimited	Annually paid $1.00
SW Noe & Beaver Blk 3561 Lot 8	Off-Street Parking	Lessee - Tower Properties	2,567	200.00	---	Mo-to-Mo	---	---
		TOTALS ---	84,617	$267.24	---			

July 1, 1984